

## TEAM MANUAL ECC MONACO 2026

### Contents

#### 1. Welcome message

On behalf of the Athletic Association of Small States of Europe (AASSE) and the Monegasque Athletics Federation, it is with great pleasure that we welcome you to the 6<sup>th</sup> edition of the European Challenger Championships, held in the Principality of Monaco on Saturday, 30 May 2026.

Monaco is proud to join the list of host nations for this unique competition, which continues to grow in importance since its inception in 2016. Bringing together athletes from 18 European federations, the Championships offer an opportunity for small nations to shine on the international stage, while promoting unity, fair play, and excellence in athletics.

The Principality has a long tradition of sporting excellence, from the Monaco Grand Prix to the world-renowned Diamond League Herculis EBS Meeting, and is delighted to provide the stage for these Championships at the iconic Stade Louis II.

We wish all athletes, coaches, and officials a successful and memorable competition. May you enjoy your stay in Monaco, create unforgettable memories, and achieve outstanding performances.

#### 2. General information

##### 2.1 Host country

The Principality of Monaco is a sovereign state located on the French Riviera, bordered by France and overlooking the Mediterranean Sea. Despite its small size of 2.1 km<sup>2</sup>, Monaco is internationally renowned for its sporting events, cultural heritage, and vibrant lifestyle.

The official language is French, but English and Italian are widely spoken and understood. The official currency is the Euro (€), and major credit cards are accepted almost everywhere. The majority religion is Roman Catholicism.

Monaco has a population of approximately 39,000 inhabitants (2025).

The Principality enjoys a Mediterranean climate with mild winters and warm, sunny summers. In late May, average daytime temperatures range between 20–25°C, with very limited rainfall — ideal conditions for athletics.

##### 2.2 Practical services

- Driving: Vehicles drive on the right-hand side of the road.
- Electricity: 230V, 50Hz. Power plugs and sockets are type C and E (European standard).
- Telephone: International dialling code is +377.
- Emergency numbers: The general emergency number is 112.

### 3. Organisational structure

European Athletics Delegate	GKOGKAS Andreas
CEO	CHOQUARD Frédéric
Competition Director	MERLINO Stéphane
Chief Referee	CHEVRIER Franck
Head of Technical Officials & Volunteers	SERRA Yves
Event Organization	BERTHOLLE Léonard
Event Communication	FIACRE Etienne
Competition Secretary	PARODI Piera
VIP, Transportation & Accommodation liaison	LOZZA Lilian
FMA Office	TRIFILIO Syria – FILIPO Chiara
Medical & Anti-doping	BRUNNER Philippe

The Jury of Appeal will be decided during the technical meeting.

### 4. Arrivals

#### 4.1 Airport

The official airport for the Championships is Nice Côte d’Azur International Airport (NCE), located approximately 25 km from Monaco, with an average transfer time of 35–45 minutes by road, and 30 minutes by train.

#### 4.2 Entry procedures / visas

Monaco follows Schengen zone regulations for entry requirements:

- Athletes and officials from Schengen countries can enter Monaco with a valid passport or national identity card.
- Nationals from outside the Schengen area should check visa requirements in advance.
- The Local Organizing Committee (LOC) will provide official invitation letters if needed to support visa applications.

It is the responsibility of each federation to ensure their delegation complies with the entry requirements of Monaco and France (for those travelling via Nice)

#### 4.3 Team welcome & equipment transport

LOC staff will welcome delegations at the official Hotels. Each team can walk directly to the official hotels (3 minutes walking from Terminal 1). Free tramways.

Pole vault poles can be collected at the Hotel and transported separately to the competition venue by dedicated vans arranged by the LOC.

#### 5. Local transport (hotels ↔ training ↔ competition)

- Friday: Free access to Monaco by train (with Tickets given by LOC staff)
- Saturday: Bus transfer for competition. Return by train
- 

#### 6. Accommodation & hotels

##### 6.1 General information

There will be 4 hotels:

- [Hotel Campanile Prime - Nice Airport](#)
- [Holiday inn Nice](#)
- [Crowne Plaza Nice – Grand Arenas](#)
- [Greet Hotel - Nice Airport](#)

##### 6.2 European athletics quotas & subvention

A maximum of 16 athletes and 5 officials will be eligible to receive the European Athletics accommodation subvention. Moreover, the accommodation ratio for officials will be worked out according to the following ratio:

Number of athletes	Number of team officials up to
1-4	1
5-7	2
8-10	3
11-14	4
15-18	5

Each participating team shall be allocated a minimum number of single rooms equal to 10 per cent of the total number of in quota athletes and officials entered in the final entries. Special consideration will be given to very small teams so that every team has at least one single room.

The participating European Athletics Member Federations are responsible for the remaining costs incurring from their participation in the event. Accommodation of out of quota athletes and officials and additional nights with full board per person per night, will be:

Team members	Single occupancy	Twin occupancy
Out of quota athletes / officials	220€ per person/night	155€ per person/night
Additional nights	220€ per person/night	155€ per person/night

All prices are on full-board basis but excludes Tourist Tax

### 6.3 Payment procedures

An invoice showing the amounts due based on the final entries will be sent to each Federation. Federations are required to settle all amounts due prior to their arrival in Monaco. All Payments should be made in EUR by bank transfer to the following account:

Name of Bank: LCL

Name of account: FED. MONEGASQUE D ATHLETISME

Account No.: 0000079082K

Sort Code: 30002 03290

IBAN: MC20 3000 2032 9000 0007 9082 K21

BIC: CRLYMCM1

Please note: A copy of the bank transfer must be presented on arrival and if there is a balance outstanding, this must be settled by team leaders before they can receive the team's accreditation and receive the hotel room keys. All payment must be made in CASH ONLY.

Team leaders must settle all other hotel bills prior to their departure. Team Leaders should also note they may be required to present a credit card at the time of checking-in.

## **6.4 Meals & restaurant opening hours**

Meals will be served in the official team hotels according to the following schedule (to be confirmed in each Hotel):

- Breakfast: 07h00 – 10h00
- Lunch: 12h00 – 14h00
- Dinner: 19h00 – 22h00

Teams are kindly requested to respect the meal times in order to ensure smooth service for all delegations. Any specific dietary requirements should be communicated to the Hotel.

## **7. Accreditation**

### **7.1 Procedure & distribution**

All team members whose names appear in the Final Entries will receive an accreditation card, which must be worn at all times and must be clearly visible. The accreditation is not transferable and does not allow the holder to take another person beyond checkpoints. A photo is not required for accreditation purposes. Team Leaders will receive the team's accreditations once the LOC has checked that all costs related to the team's accommodation have been settled, verification of athletes' eligibility to participate has been checked, final confirmation of entries are agreed, and departure details are confirmed. Team Leaders will be asked to complete the following formalities before they can collect the accreditation cards at the information desk:

- LOC accommodation invoice
- Final confirmation of entries
- Collection of competition-related forms and information

Accreditation cards will be prepared in advance of the event, based on the information provided by federations in the final entry form, and no changes will be accepted after the final entry deadline.

### **7.2 Lost or duplicate cards**

Any lost or damaged accreditation cards should be reported to the TIC at the training/competition venue. Duplicate cards can be obtained upon proof of identity.

### **7.3 Access areas**

A description of the different access areas is shown at the back of the accreditation card. Accreditation cards will allow athletes and coaches access to the team seating area, warm up area, changing room facilities and physiotherapy. Only athletes who are about to compete in

an event will have access to the call room and to the infield. Athletes who are not competing and coaches must always remain behind the barriers along the perimeter of the track. Access to the Doping Control: A pass will be given to the athlete upon notification and an additional pass for an accompanying person. Passes will be collected once they enter the Doping Control Station.

#### **7.4 Media accreditation**

Media accreditation will be distributed in the Stadium

### **8. Technical Information Centre (TIC)**

#### **8.1 Location & opening hours**

The main function of the centre is to ensure smooth communication between each Team Delegation, the LOC and European Athletics Technical Delegates and the Competition Administration, regarding technical matters. The TIC is located at the Stade Louis II (FMA office – 4<sup>th</sup> floor). Access to TIC shall be controlled by the accreditation card. The TIC will be open during the same hours as the training sessions and the competition.

#### **8.2 Services provided (start lists, results, protests, relay declarations, records)**

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

- Competition information (Start Lists, Results, etc.)
- Liaison on points concerning technical matters between Team Delegate, Technical Delegate, European Athletics, AASSE and LOC
- Urgent notices – collection and delivery of any urgent written notices to the Team Delegations from Technical Delegate, European Athletics, AASSE and LOC
- Settlement of technical enquiries from delegation
- Applications for 'national records' (doping control and photo finish prints)
- Receipt of final declaration of members of relay teams
- Receipt of protests from the teams

### **9. Technical meeting**

#### **9.1 Date, venue, agenda**

The Technical Meeting will be held at the Stade Louis II on Friday 29<sup>th</sup> May at 16h00. Each team may be represented by a maximum of two people and, if necessary, an interpreter. It is very important that all teams are represented at the Technical Meeting. All questions related to the Technical Meeting must be presented in writing, preferably in English by email before Thursday

28<sup>th</sup> May in the appropriate form. The Technical Meeting will be conducted in English and be lead and presented by European Athletics' Technical Delegate.

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

- European Athletics President or his representative;
- Representatives of the Local Organizing Committee;
- Competition Director
- Chief Technical Officials;
- TIC Representatives;
- Call Room Representatives;
- Competition Data Handling Representatives.

The preliminary agenda of the Technical Meeting includes:

- Welcome by the President of the Local Organizing Committee;
- Welcome by the European Athletics President or his representative;
- Presentation of the main Competition Officials;
- Presentation of the competition and warm up sites;
- Information briefing by the Technical Delegate;
- Call-room procedures and schedule;
- Allocation of lanes and order of competition;
- Starting height and bar raising increments;
- Scoring and ties.
- Doping Control
- Victory Ceremonies and opening ceremonies;
- Election of Jury of Appeal (members to be appointed in situ);
- Answering of questions submitted in writing by Teams.

Following the Technical Meeting and the Press Conference at 17h00, a VIP cocktail reception will be held at 18h00 in the Salon Le Club for one representant of each country.

### **9.2 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 LOC/TIC/EA TD via this group.

## **10. Competition area**

Map in annex

### **11. Medical services**

Medical services will be available on Friday, 29 May and Saturday, 30 May (Stade Louis II).

### **12. Training**

The facilities at the **Parc des Sports Charles Ehrmann in Nice** will be open to athletes from participating delegations during the following requested time slots:

- Thursday, 28 May : 14h00 – 18h00
- Friday, 29 May : 09h00 – 13h00

The teams can come to the **Stade Louis II on Friday 29<sup>th</sup> May** for evening training sessions, organised as follows:

- Shot Put: 15h00 – 16h00
- Javelin Throw: 16h00 – 17h00
- All other events (track and remaining field events): 15h00 – 19h00

### **13. Implements**

The implements provided by the LOC (see implement list, Appendix ..... ) are selected from those appearing on the current World Athletics approved equipment list. Personal implements will also be allowed, providing that:

They are readily identifiable and are World Athletics certified;

They are not already on the official list;

They have been checked for compliance with WA Rules;

Lastly, they are made available to all other athletes until the end of the event.

Teams wishing to have personal implements added to the list must take the implements to the TIC for checking on Friday 29 May no later than 17h30.

If approved, the implements will be under the authority of the LOC from the time of checking to the end of the event.

Basic implements and equipment will be provided for warm up and training.

## **14. Entry procedures**

### **14.1 Final entries (deadline)**

Final entries showing the names of competing athletes, events entered for and their performances in the current year together with details of accompanying officials must be entered in the prescribed form, which will be sent to federations on the 7<sup>th</sup> May and must be received by the LOC by not later than the 20<sup>th</sup> May. Federations will receive a confirmation report of the status of their entries shortly after the deadline.

### **14.2 Final confirmations**

Team Leaders or their representatives must confirm the names of those athletes entered in the final entry form who will actually take part in the Championships. Forms for the final declaration and confirmation will be sent to each federation by e-mail. The final declarations must be completed and returned by email not later than Thursday 28<sup>th</sup> May at 23h00. Teams arriving later must email their final confirmation form to reach the LOC by the stipulated day and time.

Last-minute withdrawal of athletes due to injury, illness or any other exceptional reason will be possible so long as the withdrawal is supported by a medical certificate and the Technical Delegate has been informed of the withdrawal. After the Technical Meeting, justified changes due to injury, illness (proved with doctor's certification) or other uncontrollable reasons will be possible until the beginning of the respective event, provided that the Technical Delegate has been previously informed and has accepted the change submitted to the TIC on the respective form. Applications for the withdrawal of an athlete can be obtained from the TIC and must be handed in at the TIC.

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 time for the respective event.

## **15. Titles & team scoring**

The winner of each event shall be declared the "2026 European Challenger Champion." The highest scoring female athlete and male, according to World Athletics latest version of scoring table, shall be awarded with a special recognition separately. Further to the individual awards, there will be also a team scoring based on the following criteria:

- The winner of each event will receive 8 points, the 2nd 7 points, the 3rd 6 points and so on;
- Only one athlete per federation counts for the teams scoring;
- The team with the highest score will be declared "The 2026 Team Champion of the European Challenger".

## **16. Bib numbers**

The LOC will provide the teams with bib numbers at the Technical Meeting. Teams that were not able to attend the Technical Meeting, due to exceptional circumstances, can collect their competition bibs at the TIC.

Each competitor will receive 3 bibs. These must be pinned to the front and back of the competition clothing, and to the bag. Exceptions are made for Jumping Events: these competitors are permitted to attach the bib only to the front or to the back of their competition clothing (plus their bag).

Bibs must not be cut, folded, or covered in any way and must be pinned at all four corners.

Separate bib numbers will be provided for the relay events in the Call Room. These will replace the numbers placed on the front of the running kit.

## **17. Competition clothing**

Athletes must always wear the Federation's official team clothing. Competitors must wear the Federation's official team clothing. World Athletics Technical Rule 5 will be strictly applied. Please make sure to follow the World Athletics Advertising Regulations. Clothing and items not conforming to this rule and the current World Athletics Advertising Regulations will be removed or taped in the call room. This applies both to competition clothing (vest, shorts, and tights) as well as to tracksuits.

During medal ceremonies, recipients must wear their official team uniform and must not wear flip flops. Athletes will not be allowed to display their national or any other flag during the ceremony.

## **18. Competition regulations**

### **18.1 Participating federations**

The Event is open to the participation of the following 18 European Athletics Member Federations: Albania, Andorra, Armenia, Azerbaijan, Bosnia and Herzegovina, Cyprus, Georgia, Gibraltar, Iceland, Kosovo, Liechtenstein, Luxembourg, Republic of North Macedonia (FYR Macedonia), Moldova, Malta, Monaco, Montenegro, and San Marino.

Only the selected European Athletics Member Federations may take part in this competition. A team from the Vatican City, Atletica Vaticana, will be participating as guests and their athletes will appear in the start and result list as non-scoring athletes

## **18.2 Eligibility conditions**

No athlete may take part in these Championships unless entered by the European Athletics Member Federation which he or she is eligible to represent in accordance with the World Athletics Rules.

For Monaco, all athletes that at the date of the Event have been resident in the country or the border communes (Roquebrune Cap Martin, Beausoleil, La Turbie and Cap d'Ail) for at least three years without interruption, are assimilated to the nationals.

## **18.3 Minimum ages**

Subject to the exceptions stated below, only athletes aged at least 16 (sixteen) years on 31 December of the year of the competition may participate in the European Challenger Championships. Only athletes aged at least 18 (eighteen) years on 31 December of the year of the competition may participate in the shot put, discus and hammer.

## **18.4 Entry quotas per event & relay**

Each selected European Athletics Member Federation may enter up to 2 (two) athletes in each individual event provided all of them shall have achieved the qualifying standard for that event to a maximum of 26 athletes in total (including the relays). Alternatively, those selected European Athletics Member Federations that have in total less than two women and two men, having achieved the qualifying standard in any event, still have the right to participate with up to 4 athletes (two women and two men).

Each participating member federation can enter a relay team. Up to 6 (six) athletes may be entered for each relay. From these 6 (six) and from any other athletes entered for any event in the European Challenger Championships, the 4 (four) athletes to participate must be nominated at the time specified for the Final Declaration.

## **19. Competition procedures**

### **19.1 Timetable & call room procedures**

Warming up will take place in the football stadium "Didier Deschamps" in Cap d'Ail.

The Call Room is located near the 200m entry. Team Managers are reminded that it is their responsibility to ensure that their athletes are aware of the last check-in time for every athlete in their respective event. Athletes who arrive late or do not strictly keep to the timetable may be disallowed participation, including in relay events.

Athletes must report to the Call Room before each event and will then be escorted to the competition site. A dedicated, heat-by-heat call-up schedule will be issued once Final Entries

are confirmed. It will be displayed on site and handed out at the TIC. Refreshments (bottled still mineral water) will be available in the Call Room.

Call room entry and exit timetable in the appendices.

### **19.2 Track & field event procedures**

Each athlete is allowed a minimum of two practice trials under the supervision of the officials, more if time allows. The athletes will be called to the practice trials in competition order. Only official markers provided by the LOC will be allowed for marking the runways. Tracksuits and outer clothing will be placed in baskets at the start, which will then be taken to the Post Event Area (PEA) for collection after the race. The PEA is situated after the finish line.

The starter's commands will be in English. For distances up to and including 400m and Swedish Relay: "On your marks – Set – Firing of the gun." For 800m and over: "On your marks – Firing of the gun." An electronic gun will be used throughout the event, and a blanks gun will be used to recall athletes in case of false starts.

An athlete may only leave the competition area when accompanied by a judge. After the competition, athletes will be escorted through the mixed zone or media zone where interviews may be carried out.

LOC will also organise three water stations: one at the call room, one in the stadium near the finish line or in the mixed zone, and one in the warm-up area. Water will also be provided at the places where the field events take place.

### **19.3 Athlete presentation format**

Officials will escort athletes from the Call Room to the stadium. Athletes will then be presented to spectators as follows:

- Track events (except relays): at the start line, two minutes before the beginning of the start procedure, athletes line up in their designated lanes.
- Relays: three minutes before the race, teams are presented upon entering the site.
- Field events: after practice trials, three to four minutes before the beginning of the event, athletes line up at the competition site in starting order.

### **19.4 Measurements & judging**

All field events will be measured with certified devices. Long throws and horizontal jumps will be measured with manual distance measuring devices, while vertical jumps will be measured with certified steel bars.

The official measurement and judging results will be provided and published online, with distances and heights electronically displayed in the stadium.

### **19.5 Swedish relay**

The Swedish relay consists of four runners who successively run 100 m, 200 m, 300 m, and 400 m. The first runners start from the 200 m start lines, using starting blocks. The first baton exchange takes place in the zone normally used by the third runner of the 4×100 m relay. The second baton exchange occurs at the 300 m mark. Once underway, the third runner may move into the first lane as soon as they have passed the small cones indicating the break line. When all third runners have crossed the 200 m line, their order determines the placement order of the final runners on the 400 m start line. The officials position them from the inside lane to the outside lane according to this order, and it cannot be changed once set. The final baton exchange takes place at the finish line, allowing the last runner to complete a full 400 m.

### **20. Protests & appeals**

Protests and appeals will be processed in accordance with World Athletics Rule 8 of the Technical Rules.

In the first instance, protests must be made orally to the Referee by the athlete himself/herself or by a responsible official acting on his/her behalf (Technical Rule 8.3).

Protests concerning the result or the 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.

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

When submitting an appeal form, a deposit must be paid in cash. The amount of this deposit is set in the rules and will be EUR 75. If the protest is unsuccessful, the deposit will not be returned.

The Jury's decision will be provided in writing.

### **21. Doping control**

Doping control will be conducted in accordance with World Athletics Anti-Doping Regulations under the supervision of the European Athletics Technical 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 officers. Athletes will be required to sign a confirmation of notification. Athletes who are to be tested may invite a team official to accompany them to the Doping Control Centre (DCC).

Selected athletes should report immediately to the Doping Control Centre 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 DCC. Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to 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 Therapeutic Use Exemption system prior to attending the Championships.

### **21.1 Selection of Athletes**

The selection of athletes for control will be on a random basis. The selection of athletes can be made by both the local doping control officer, and the European Athletics Technical Delegate. All athletes setting World or European records must report to the Doping Control Centre to provide a sample. Failure to provide a sample will result in the record not being ratified.

### **21.2 Additional Controls**

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”. They will then be escorted to the Doping Control Centre. The cost of carrying out the test will be covered by the country requesting sample.

## **22. Medical services**

The medical service is in charge of any medical assistance required by the teams, the LOC, the honorary guests as well as, during the competition, to the spectators in the stadium. In case of an emergency please contact the nearest medical aid station, in other cases the given instructions should be followed. Below is information on the medical care sites and relevant instructions. The LOC doctor is in charge of the medical service and can be reached by phone (the number will be provided at the teams’ hotels Information Desks).

There will be a doctor available during all the competition time, and if needed should be called via telephone (the number will be provided at the Information Desks).

The team doctor has access to the medical service facilities when an athlete of his/her own team is hurt or is in need of other medical attention. The Stadium medical service is also responsible for first aid in the warming up area and Competition area. There will be two (2) paramedic teams around the stadium, supervised by a doctor.

Teams seeking urgent medical assistance may contact the nearest hospital. In case of an emergency please contact: 112

The participating teams are responsible for taking out their own insurance to cover illness or injury to any member of their team when travelling to and from European Athletics competitions and during the event itself (European Athletics Regulation 610.12). Please take the necessary steps to fulfil these requirements well in advance.

## **23. Communication & announcements**

All official announcements shall be made in French and English.

### **23.1 Start lists & results**

Final start lists will be available after the Technical Meeting. They will be available on the official website, and also sent by e-mail to all the Team Leaders.

Season Best will define the Finals repartition, same for relays. Without Season Best, you will automatically be in the last Final.

Result lists will be displayed on the electronic information boards and on the notice boards near the TIC.

In field events, the result of each trial will be shown on digital scoreboards around the stadium. Final results of the track and field events and the respective team points will be indicated on the score board next to the TIC.

### **23.2 Official website & livestreaming**

All information and results will be available on the official website: [www.fma.mc](http://www.fma.mc)

The link to follow the competition via live streaming will also be available on the official website.

### **23.3 Security**

Security will be in place for your own protection, and any instructions given by the LOC and/or security personnel must always be followed in all areas, including during transport from one location to another.

Accreditation cards must always be worn. Athletes are reminded that without an accreditation card they will not be allowed into the warm-up area, call room, or to take part in the event they have been entered for.

If an accreditation card is lost, this should be reported immediately to the LOC, either at an information desk or at TIC.

## **24. Ceremonies**

### **24.1 Opening ceremony**

The opening ceremony will be short and no athletes will be involved.

It will take place on May 30<sup>th</sup> at 13h00.

## **24.2 Victory ceremonies**

The victory ceremonies will be held at the Stadium, at intervals, throughout the competition.

The top three athletes will, on termination of their event, receive an info advising them of the time and location where they should assemble prior to the ceremony.

Athletes must wear their official clothing (tracksuits) and running shoes when attending a ceremony. No flip-flops or national flags will be permitted during the ceremony.

## **24.3 MUNEGU CLOSING PARTY**

The "MUNEGU CLOSING PARTY" will take place on Saturday 30<sup>th</sup> May at 20h30 in the Stade Louis II.

## **25. Departures**

When submitting the Final Entries, federations/teams must provide full travel details for both arrival and departure. Each team will walk or go by tramway to the Nice Airport.

All outstanding hotel fees, charges, and any other expenses must be settled with the cashier by the federations/teams prior to departure.

On the day of departure, rooms will be checked by the LOC, hotel management, together with the team leaders, and any damage caused will be recorded.