

NORDIC HANDBOOK

**Rules and Regulations covering the Meetings and
Competitions between the Nordic Athletic Federations**

**Updated after the digital Nordic Congress
on October 21, 2020**

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Part 1 - Constitutional Rules

1.1

The Athletic Federations in the Nordic Countries (Denmark, Finland, Iceland, Norway and Sweden), hereinafter called Members, have decided to co-operate without any common governing body. This co-operation should follow the agreement below. The aims of the co-operation between the members are:

- to maintain and develop friendly and loyal co-operation between the Members for the benefit of Athletics.
- to co-ordinate and decide about common Nordic activities such as Nordic Conferences and Competitions.
- to co-ordinate and decide about Nordic proposals to the Congress of the World Athletics (WA) and the European Athletics (EA).
- to co-ordinate and decide about common nominations for elections to the WA and EA Council and Committees.
- The highest authority for the co-operation between the Members is the Nordic Congress that will be held once a year.

1.2

The Nordic Handbook, which is approved by the Nordic Congress, covers the Rules and Regulations for the co-operation between the Members. Only the Nordic Congress can make additions and/or amendments to the Nordic Handbook.

1.3

The co-operation between the Members consists of various Conferences, Meetings and Competitions, which are described in the Parts 2 and 3 of the Nordic Handbook.

1.4

Unless otherwise expressed in the Nordic Handbook or by the Nordic Congress, each of the Members shall bear its own costs (travel, accommodation and meals) at each Conference, Meeting and Competition.

Part 2 - Conferences, Meetings and Committees

2.1 General Rules

2.1.1

The Nordic Conferences, Meetings, etc. are:

- Nordic Congress
- Nordic General Secretaries' Conference
- Nordic Technical Conference and Committee
- Other Meetings and Conferences

2.1.2

English shall be used as working language during the Nordic Congress, but the Members may send their written reports and proposals, except for additions and/or amendments for the Nordic Handbook, also in "Scandinavian". The minutes shall be written in English.

2.1.3

At the other Conferences, Meetings, etc. covered by the Nordic Handbook, it is recommended that English be used as working language and for the minutes. If the Host Member wants to propose that "Scandinavian" be used instead, they shall ask the visiting delegations' consent in the official invitation. If any of the visiting delegations disagrees and informs about it in writing when entering their delegates, English shall be used.

2.1.4

The Host Member shall, unless otherwise expressed below, cover the costs for local transportation from the nearest international airport to the venue of the Conference or Meeting etc. and the costs of meeting facilities.

2.2 Nordic Congress

2.2.1

The Nordic Congresses, both ordinary and extraordinary, shall consist of delegates from each of the Members. One delegate from each Member shall be authorised to exercise that Member's vote.

2.2.2

Also individuals from the Nordic Countries, who are members of the WA and/or EA Council, are invited to participate in the Nordic Congress.

2.2.3

An ordinary Nordic Congress will take place every year during the month of March or April, on the date and place fixed by the previous Nordic Congress. In the years of the EA ordinary or extraordinary Congress, the date of the Nordic Congress will normally be two weeks before the said EA Congress.

2.2.4

The Nordic Congress will be organised by one of the Members (normally in its Capital City) following a fixed five-year cycle.

2.2.5

Invitation to attend an ordinary or extraordinary Nordic Congress shall be sent in writing to each Member by the Host Member, at least **six weeks before** the date of the ordinary or extraordinary Congress. The invitation shall be accompanied by a preliminary agenda. Proposals (incl. reasons) of any kind, submitted by the Members, and their written status reports, must reach the Host Member at least **four weeks before** the Congress. Each Member shall also enter their Delegates to the Host Member, at least **four weeks before** the Congress. The Host Member shall send all documentation (programme, agenda, list of participants, proposals, reports etc.) to each Member, at least **two weeks** before the Congress.

2.2.6.a

The agenda at each ordinary Nordic Congress shall include the following items:

- Opening of the Congress by the President of the Host Member or his/her representative
- Appointment of Chairman and Secretary from the Host Member
- Appointment of persons who check the Minutes (one from each Member)

- Approval of the Minutes from the previous Nordic Congress (and, if any, extraordinary Congress)
- Evaluation of common Nordic activities during the previous year
- Status report from each Member
- Co-ordination the Nordic Competition Calendar for the following year
- Review of the long-term calendar for common Nordic activities
- Approval of proposals from previous Nordic Conferences
- Discussion on proposals and nominations for the next WA/EA Congress or WA/EA Extraordinary Congress*)
- Additions and/or amendments to the Nordic Handbook
- Proposals from Members
- Appointment of the Nordic Technical Committee **)
- Date and place of the next Nordic Congress

*) The Members shall, as far as possible, nominate their candidates not later than at the Nordic Congress held two years before the WA and EA electoral Congress, where the nominees shall be discussed.

***) The nomination of the Nordic Technical Committee takes place every fourth year (in 2017, 2021, 2025, etc.). The term of the Committee is four (4) years.

The Members shall, at the very latest, nominate their candidates at the Nordic Congress held one year before the WA and EA electoral Congresses, and the CVs of the nominees must be forwarded to all the Members, not later than **three weeks before** the Nordic Congress, at which Congress the final decision about the candidates shall be made.

In exceptional cases, where the above procedure cannot be followed, any Member who wants to change, or add to, its nomination, for whatever reason, shall inform all the other Members in writing as soon as possible.

A Member who wishes to object to any such change of nomination, must do so in writing, as soon as possible, and preferably within seven (7) days of the receipt of the information, with a copy to all the other Members.

If a majority of Members is objecting, and if the Member who wishes to change the nomination cannot obtain majority by phone or mail, an extraordinary Congress shall be convened in accordance with Rule 2.2.8. However, such an extraordinary Congress must be summoned as soon as possible, and in this case a Nordic decision can only be made by a majority of all Members.

2.2.6.b

Outside the regular Congress agenda and before the official opening of the Congress, there shall be a **theme discussion**, normally with an introduction by an outside speaker/specialist invited by the Host Member. There are four topic areas that rotate in the following order (with a start in 2013): 1. Marketing, 2. Sports, 3. Events, 4. Nordic Event Calendar. On a new round, the same order but with new sub-headlines will be used.

2.2.7

Each Member is entitled to nominate one person to be appointed to the Nordic Technical Committee. The Committee shall be appointed every fourth year (2017, 2021, 2025, etc.). One of the Committee Members shall be appointed as Chairman. The Nordic Technical Committee shall propose additions and/or amendments to WA and EA Rules and Regulations. The Committee may also propose additions and/or amendments to the Nordic Handbook. These proposals shall be submitted by the Members and forwarded to the Congress as official proposals.

2.2.8

An extraordinary Nordic Congress shall be convened following a request of at least three Members. The Member which is responsible for the ordinary Nordic Congress that year shall summon an extraordinary Nordic Congress within sixty (60) days from the receipt of the aforementioned request.

2.2.9

To be accepted, all additions and/or amendments to the Nordic Handbook must obtain four fifths (4/5) of the five Members' votes.

2.2.10

All other decisions must obtain majority (i.e. at least 3/5) of the five Members' votes to be accepted.

2.2.11

The Secretary shall send a draft of the minutes of the Congress to the persons who check the minutes **within two weeks** after the Congress. Any request for correction must be received **within four weeks** following the issue of the minutes. Formal approval of the minutes shall be done at the next following ordinary Nordic Congress.

2.2.12

In situations where there is an urgent need to decide on a matter that cannot wait till the next Nordic Congress, the following procedure "**between Congresses**" should be used.

The President or the General Secretary of the Member of the initiative starts the procedure by contacting all the other Nordic Members informing them about the case/question that calls for a decision. The aforementioned General Secretary then acts as coordinator and organises the discussion by e-mail correspondence between the General Secretaries (and/or Presidents) of the Members. At the end of the discussion the decision shall be made by voting. To be accepted, the proposed decision must obtain majority (see 2.2.10) of the five Members' votes.

2.3 Nordic General Secretaries' Conference

2.3.1

The Conference is open for the General Secretaries from each of the Members. The Host Member may also invite other people as guests and/or experts.

2.3.2

The Conference shall take place every year during the month of September or October, normally two weeks before the EA Convention, on the date and place fixed by the previous Nordic Congress, or at the previous Nordic General Secretaries' Conference.

2.3.3

The Conference will be organised by one of the Members, following a fixed five-year cycle, normally organised by the same Member which will be Host of the Nordic Congress in the following year.

2.3.4

Invitation to attend the Conference shall be sent in writing to each Member by the Host Member at least **six weeks before** the date of the Conference. The invitation shall be accompanied by a preliminary agenda. Proposals of any kind submitted by the Members, and their written status report, must reach the Host Member at least **four weeks before** the Conference. Each Member shall also enter their Delegates to the Host Member at least **four weeks before** the Conference. The Host Member shall send all documentation (programme, agenda, list of participants, proposals, reports, etc.) to each Member, at least **two weeks before** the Conference.

2.3.5

The agenda at the Conference shall include the following items:

- Opening of the Conference by the General Secretary of the Host Member or his/her representative
- Appointment of Chairman and Secretary from the Host Member
- Appointment of persons who check the minutes (one from each Member)
- Following up the minutes from the previous Nordic Congress and Conferences
- Decisions on items delegated from the Nordic Congress
- Status report from each Member
- Co-ordination of the Nordic Competition Calendar for the following year

- Review of the long-term calendar for common Nordic activities
- Proposals from Members
- Preparation of common proposals to the next Nordic Congress
- Preparation of a rotation-bound theme to be discussed before the opening of the next Congress (see item 2.2.6.b).
- Date and place of the next Nordic General Secretaries' Conference

2.3.6

All decisions shall be made according to the majority of the Delegates voting.

The Host Member should also try to find one or more special themes that could be of common interest to discuss. External experts can be invited as lecturers.

2.3.7

The Secretary shall send a draft of the minutes from the Conference to the persons who check the minutes **within four weeks** after the Conference. Any request for correction must be received **within four weeks** following the issue of the minutes. Formal approval of the minutes shall be done at the next following ordinary Nordic Congress.

2.3.8

As it is a permanent arrangement to have a special Nordic Meeting during the EA Convention between the Nordic participants present, normally including most of the Presidents of the Nordic Federations, this Nordic Meeting can act as an extra link between the General Secretaries' Conference and the following Nordic Congress. Thus, the Nordic Meeting can, for example, speed up certain processes that were initiated or forwarded by the GS Conference.

2.4 Nordic Technical Conference

2.4.1

The Conference is open for the Nordic Technical Committee members and other representatives from each of the Members. Each Member should normally send one to three (1-3) participants who are experienced in the items that will be discussed. The Host Member may, however, enter more than three participants.

2.4.2

The Conference will take place **every even year** during the autumn, normally in the month of November on the date and place fixed by the Nordic Congress preceding the Conference.

2.4.3

The Conference will be organised by one of the Members following a fixed ten-year cycle.

2.4.4

Invitation to attend the Conference shall be sent in writing to each Member by the Host Member at least **six weeks before** the date of the Conference. A preliminary programme shall accompany the invitation. Proposals on items to be discussed submitted by the Members must reach the Host Member at least **four weeks before** the Conference. Each Member shall also enter their Delegates to the Host Member at least **four weeks before** the Conference. The Host Member shall send all documentation (programme, list of participants, etc.) to each Member at least **two weeks before** the Conference.

2.4.5

The aims of the Nordic Technical Conference are:

- to act as an advisory body to the Nordic Congress
- to exchange ideas and experiences concerning athletic facilities, equipment, implements and other technical matters
- to produce proposals for the Nordic Congress concerning additions and/or amendments to WA and EA Rules and Regulations.

2.4.6

The Host Member shall appoint Chairman and Secretary for the Conference.

2.4.7

The Conference can only make proposals to the Nordic Congress, not make any kind of decisions.

2.4.8

The Host Member should also try to find one or more special themes that could be of common interest to discuss. External experts can be invited as lecturers.

2.4.9

The Secretary shall send a draft of the minutes from the Conference to the persons who check the minutes **within four weeks** after the Conference. Any request for correction of the minutes must be received **within four weeks** following the issue of the minutes. Formal approval of the minutes shall be done at the next following ordinary Nordic Congress.

2.5 Other Conferences and Meetings

2.5.1

The Nordic Congress, both ordinary and extraordinary, has the authority to decide on other occasional meetings and conferences of common interest and open for all Members under conditions decided by the Nordic Congress.

Part 3 - Competition Regulations

3.1 General Rules and Recommendations

3.1.1 *General*

Each Nordic competition is organised in one of the Nordic countries, following a rotational system confirmed, and amended when necessary, by the Nordic Congress. In case of need to organise a competition two or three times in a row by the same organisers or in need to change the organiser at the last moment, the decision can be made by the General Secretaries. The organiser of the competition is the respective Member, either alone or together with a club/clubs affiliated to it, hereinafter called **The Host**. The Member supervises the work of the local organisers and has the ultimate responsibility for all arrangements and the conduct of the competition. (See also 3.1.16.)

3.1.2 *Nordic Championships*

All competitions covered by these rules, notwithstanding the traditional name and basic character of the meeting, are also considered as **Nordic Championships** to the extension described in the respective section of these rules. (See also 3.1.16.)

3.1.3 *Invitations and Entries*

Official invitations, with a preliminary timetable and other general information, shall be sent to the Members not later than **four months before** the competition. The Members shall send their preliminary entries, with approximate numbers of participants and team officials, to the Host not later than **two months before** the competition.

3.1.4 *Championship Medals*

An official **Nordic Medal**, approved by the Nordic Congress, shall be used whenever such medal is available. If that is not the case, another type of medal, designed by the organising Host, or a medal representative of the venue or region for example, can be used. The category (Championship / Match / Challenge or other), year and venue of the competition shall be indicated by the engraving.

3.1.5 *Commemorative Medals*

It is recommended that commemorative medals be given to all members of the participating delegations. It is possible to use same type of prize medals and commemorative medals, but then the medals given to the three best athletes individually or to the athletes of the three best teams shall be clearly marked.

3.1.6 Flag Decoration

It is recommended that the competition stadium or area be decorated with the flags of all participating countries, possible guest nations included.

3.1.7 Ceremonies

The programmes of possible opening and/or closing ceremonies may be planned and decided by the organiser. If an opening with the teams' marching-in and/or a short flag ceremony takes place, only the host nation's National Anthem may be played. The staging of closing ceremonies and/or playing the winning nation's National Anthem may be decided by the organiser, depending on time available for a ceremony.

The medal ceremonies: The programme of the medal ceremonies shall be planned by the Organiser taking into account the number of ceremonies and the time available. In the need to save time, for example because of teams' travelling schedules or TV company's requirements, the medal ceremonies can be carried out "unconventionally", like for example:

- ceremony performed at competition site without public announcement;
- ceremony performed outside the competition arena, not stopping the competition;
- ceremony performed without the winner's National Anthem;
- ... or any combination of the above.

3.1.8 Technical Meeting

At every Nordic competition, a **Technical Meeting** shall be held, preferably in the evening of the day before the (first) day of the competition. The Technical Meeting can decide on any technical or rule-related question that this Handbook and the WARules do not cover.

3.1.9 Drawings

To save time in the Technical Meeting and to help the organiser to prepare the start lists early, it is recommended that a drawing scheme, where needed, be prepared and sent to the participating delegations with a result of an honest drawing in advance. The entries should then be made with allocation of the teams' available lanes and jumping/throwing positions.

3.1.10 Jury of Appeal

At every Nordic competition there shall be a **Jury of Appeal**, consisting of at least three members, all from different countries/teams. The Chairman may be nominated by the Host Member, but he/she must not belong to the local competition organisation. The other members of the Jury are selected/nominated from the visiting delegations at the Technical Meeting.

3.1.11 Doping Tests

At every Nordic competition, within the scope of the Nordic Handbook, the Host is obliged to conduct and pay (testing officer's services and cost for transport and laboratory analysis) for a minimum number of Doping Control tests as agreed at follows:

Nordic-Baltic U23 Championships		5
Nordic U20 Match & Championships		5
Nordic Championships in Combined Events	3	
Nordic Cross Country Championships		3
Nordic Indoor Match and Championships		5

The Host must also provide the availability of doping test service, needed/required by one or more participating Members, for record validity purposes or for other reasons. The costs for transport and laboratory analysis of these voluntary tests shall be borne by the respective Members of the athletes tested.

3.1.12 Right to Participate

In all Nordic Championships and in all Matches between the Nordic Countries, the participating Federations can be represented only by athletes who are citizens of the respective countries.

In the case of dual citizenship or recent change of citizenship, the requirements of the WAs C3.2 - Eligibility to Represent a Member Rules shall be met.

3.1.13 Competition Regulations

The Competition Regulations can be changed or amended only by the Nordic Congress.

However, in urgent situations and when it is a question of adapting events, race distances, implement dimensions and such like, also the Nordic General Secretaries' Conference can make minor temporary changes for the next twelve months. These changes must be reported to the next Nordic Congress which shall decide on their possible continuation.

3.1.14 Transport of Vaulting Poles

In all Nordic Events where Pole Vault is included in the competitions (incl. Combined Events), the Host shall actively advise and/or help the visiting teams to find the easiest possible ways of transporting the poles to and from the venue of the Event, especially within the host country. If this means, in addition to giving general information, also practical measures (e.g. transport aid) that entail additional costs, these shall be paid by the respective visiting countries.

3.1.15 *Baltic Participation*

As an attempt to increase the participation and to improve the level of the Nordic Championships for the age group U23 it has been decided to make the Event open also for the three Baltic Countries, i.e. Estonia, Latvia and Lithuania. After a test period, 2008-2010, it was decided to make this arrangement permanent starting from 2012.

It was also decided to recommend the organisers of the other Nordic Championships, except the Nordic U20 Match, to support participation, as “extra competitors”, from the three Baltic Countries to an extent which is possible and reasonable for the current format of those Championships.

3.1.16 *Organisers' Websites*

Every Nordic competition shall have a dedicated part of the website maintained by the Host. The website shall provide relevant information concerning the competition for teams, spectators, media and general public. The information shall, as they become available, include team manual, timetable, start lists, results and other relevant items.

The results on the website shall be updated continuously during the competition, preferably “live”, but otherwise immediately after the conclusion of each individual event. The website shall be in operation not later than one month before the competition.

3.1.17 *Financial Regulations*

Each participating country pays the travel costs of its delegation to and from the locality (city, town, village, etc.) of the competition. In practice, this refers to the nearby airport, seaport or railway station. Starting from there on arrival, and ending in the same place after the competition, the Host organises all local transports and covers the costs thereof.

Each participating country pays the board and lodging costs (accommodation and meals) of its delegation. It is the responsibility of the Host to organise such services, and it should use its best efforts to negotiate favourable charges for the delegations. An estimate of the price should be given in the invitation.

If non-Nordic participants are accepted to the competition as “extras”, their financial terms should be, as far as possible, in line with the terms of the Nordic Teams.

3.1.18 Guidelines for meeting organisers

1. Important documents

1.1 Invitation

The invitation shall be sent out to the participating federations four months prior to the competitions. The invitation shall contain:

- 1.1.1 Short information about the venue/city
- 1.1.2 Official Airports/Train stations
- 1.1.3 The cost for the accommodation in single, twin, or triple rooms. Full accommodation will also mean meals and local transportation (see below).
- 1.1.4 Events daily programme with a preliminary timetable.
- 1.1.5 How the entry shall be made with:
 - A. Preliminary entry (number of people and rooms and preliminary travel details) usually two months prior to the event.
 - B. Final entry (with name, year of birth and eventually PB/SB, room list) usually 5-10 days prior to the event.

1.2 Team Manual

The Team manual is the handbook for the visiting teams. Try to fill it with all necessary facts that a visiting team may want. Among the things that a team manual shall contain are:

- 1.2.1 Important members (with contact details) of the LOC such as:
 - A. General Secretary / Project manager LOC
 - B. The technical delegate of the national federation
 - C. Competition director
 - D. Referees
 - E. Technical manager
 - F. Photo finish judge
 - G. Calling chief
 - H. Competition Secretary
 - I. Accommodation manager
 - J. Transport manager
- 1.2.2 Information about team attachés
- 1.2.3 Information about the hotel/hotels together with address and contact details.
- 1.2.4 Team time table with times for different activities such as, training, meals, technical meeting.
- 1.2.5 Information about transports
 - A. From and to official airport/train station
 - B. To and from technical meeting
 - C. To and from the competition.
 - D. To and from training
- 1.2.6 Information about the venue with map of the stadium with key locations like:
 - A. Dressing rooms
 - B. Competition secretary/TIC
 - C. Warm up areas
 - D. Where to get meals

E. Etc

- 1.2.7 Agenda Technical meetings
- 1.2.8 Competition rules and regulations (see Nordic Handbook)
- 1.2.9 Where the results will be published
- 1.2.10 Information how to change events and relay teams
- 1.2.11 Information call room procedures
- 1.2.12 Information Price ceremonies
- 1.2.13 The draw, lane order/throwing jumping order
- 1.2.14 How to make an appeal/protest
- 1.2.15 Preliminary start lists

1.3 Technical meeting

The day prior to the event there shall be held a technical meeting.

On the agenda there shall be some standard issues like:

- 1.3.1 Head of the technical meeting
- 1.3.2 Presentation key officials and other participants of the meeting
- 1.3.3 Jury of appeal (most often members from the different teams)
- 1.3.4 How to make an appeal/protest
- 1.3.5 Time schedule
- 1.3.6 Lane/throwing/jumping order
- 1.3.7 Corrections of the team (new participants etc)
- 1.3.8 How late the teams may do substitutions (last minute, injuries, illness and so on)
- 1.3.9 Orientation on the arena (call room, Technical Information Centre (TIC), warm up, technical manager (checking of the implements) and so on)
- 1.3.10 Information about call room procedures, price ceremonies, call room times etc
- 1.3.11 Start commands (should be in English)
- 1.3.12 Doping test procedures
- 1.3.13 Transport information
- 1.3.14 Meal information
- 1.3.15 Other issues

2. Schedule

There are some elements that use to be the same in the Nordic Competitions. If it is a two-day competition the normal days are like following:

	Competition day 1	Competition day 1	Competition day 2
Morning	•	• Breakfast	• Breakfast • Competition
Afternoon	• Teams arriving	• Competition • Lunch	• Competition Lunch Teams departing
Evening	• Training at the arena • Dinner • Technical meeting (at arena or at the hotel)	• Dinner	

	• Team Meetings		
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There might also be a comrade's dinner the first competition day (juniors) and it is quite common to have a banquet on a senior competition the second competition day. If so, the teams depart the morning after.

3. Accommodation

3.1 Accommodation

The accommodation shall be in hotel. The LOC shall offer a price for full board accommodation including dinner the day before the competition, breakfast, lunch and dinner the first competition day (if multi day competition) and breakfast and lunch the last competition day when the teams depart. If there are needs to arrive earlier or depart later the LOC may organize this at extra cost. The LOC shall offer accommodation in twin rooms or single rooms and if possible, it is also good to have triple bedrooms.

Meals are best served as a buffet with two different dishes. The teams shall also report if there are any allergies or other special needs. During the competition it is good to serve the meals at the arena. It is good if the meals can be open several hours, some of the athletes will wait to after their events and some will eat before their event. The experience is also that the athletes rather have lots of food than expensive food. Pasta and rice dishes are most often appreciated.

Meeting rooms

There will be a need for team meetings in the evenings. A meeting room with a schedule for the different teams will be enough but two rooms will be even better.

3.2 Economy

In the full accommodation also the local transports (also to and from Airport/Train Station) (see 2.3) shall be included together with room and meals. After the competition an invoice shall be sent to the respective federation. Amount of nights in single/twin rooms shall be specified together with extra costs if any.

3.3 Transports

One of the most obvious keys to success is the transports and a good transport plan.

3.3.1 Hotel-Arena-Hotel

There shall be a transport plan from the hotel to the arena and from the arena to the hotel. The best way to solve the issue is by hosting the competition on an arena close to the hotel. If there are 10 minutes (in some cases 15 minutes are ok) or less walking distance between the arena and the hotel there only has to be transports for poles, massage benches and so on, the teams may walk.

However, most often the walking distance is longer and then you have to make up a transport plan. In the bigger Nordic competitions, you will need busses.

Shuttle buses

Shuttle buses are one way to solve the problem. The first bus should at least aim to be at the arena two hours prior to the meeting and go back and forth with one half hour in between the pickups.

The minimal transport schedule should contain at least two transports, one that is at the arena two hours prior to the competition, and one transport about one half hour prior to the competition. When there are few transports the buses must be more than if you use the shuttle bus system.

After the competition

The hard part is after the competitions when everybody wants to leave the arena almost at the same time. There you will have to have more busses that may go at the same time.

3.3.2 Airport-Venue-Airport

The LOC is responsible to make sure that the visiting teams also get from the official Airport/Train Station to the venue of the competition (to the hotel).

The LOC is responsible for the transport from the official Airport/train station at no extra cost for the participating teams. However, the included transport must only be one per participating team (nation), if there are interests in more transports the cost of that transport shall be paid by the participating team but organized by the LOC.

If the official Airport/Train Station lies more than one and a half hour away from the venue, then the transport may be paid by the participating teams.

3.4 Team attaché

It is not a demand to have different team attachés for the teams but it is good to have different team hosts, often there is possible to find hosts from the different countries and it is always appreciated to have an easier way to contact the LOC through the team attaché. The tasks for the team hosts are to help the team with practical matters like get in contact with the right people, help with small issues and so on. The team attaché shall have a good knowledge of the transport plan and the different places on the arena.

4. Miscellaneous

4.1 Language

The official language in the Nordic cooperation is English. That means that the official documents shall be written in English and it is good that the announcer uses both English and the local language. Lots of spectators often mean that the announcing is more local than a competition without spectators.

4.2 Towels

Though not a demand it is appreciated to have towels to lend to the different physio teams. Also, if the teams depart directly after the competitions it is good to make a deal with the hotel that makes it possible to borrow the towels to the arena so that the athletes may shower after the competition before departing.

4.3 Physiotherapy

The different physio teams will need some place to be. Often for example dressing rooms might be a good place to use for the different physio teams. At least the place shall be in a place not affected by bad weather, preferably close to the warmup.

3.2 Nordic-Baltic U23 Championships

General

3.2.1

The Nordic-Baltic Championships for athletes under 23 years is a Championship competition, where the official participating countries are Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden.

3.2.2

The Championships shall be organised **every even year** in one of the Nordic Countries.

3.2.3

The Championships shall be held during the summer, preferably in July or in August.

3.2.4

The Championships shall be held in a stadium with eight lanes and all necessary facilities and technical equipment to allow smooth and efficient organisation of the competitions.

3.2.5

The Host shall nominate a Technical Delegate for the Championships. This person shall be an WA ITO or an Area ITO. If any such official is not available from the organising country, the Host shall invite him/her from one of the other participating countries. The Host is responsible for his/her travels and full accommodation. The Technical Delegate has the normal duties of the said official as described in the WA Rules.

3.2.6

In view of the nature of the Championships, it is recommended that the Host have a qualified statistician in the local organisation.

Programme

3.2.7

The Championships shall be organised in two days, and the programme of events is as follows:

Men: 100m, 200m, 400m, 800m, 1500m, 5000m, 110m Hurdles, 400m Hurdles, 3000m Steeplechase, High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Discus, Hammer, Javelin, 4x100m and 4x400m.

Women: 100m, 200m, 400m, 800m, 1500m, 5000m, 100m Hurdles, 400m Hurdles, 3000m Steeplechase, High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Discus, Hammer, Javelin, 4x100m and 4x400m.

3.2.8

The recommended division of events between the two days is as follows:

1st Day:

Men:	100 m	Women:	100 m
	400 m		400 m
	800 m		1500 m
	5000 m		
	400 m Hurdles		400 m Hurdles
	4x100 m		4x100 m
	High Jump		Pole Vault
	Triple Jump		Long Jump
	Shot Put		Discus
	Hammer		Javelin

2nd Day:

Men:	200 m	Women:	200 m
	1500 m		800 m
			5000 m
	110 m Hurdles		100 m Hurdles
	3000 m SC		3000 m SC
	4x400 m		4x400 m
	Pole Vault		High Jump
	Long Jump		Triple Jump
	Discus		Shot Put
	Javelin		Hammer

The Host has, however, the right to deviate from this structure, if the local conditions (e.g. the site layout of the stadium) or other reasons justify such changes. The preliminary timetable must be sent to all participating countries in connection with the invitation.

Participation

3.2.9

Basically, each participating country may enter max. three (3) participants in each individual event and one relay team in each relay race. There are no entry standards in the Nordic-Baltic U23 Championships.

In addition to the basic participation, the Host Nation has the right to enter maximum two (2) wildcard athletes in each event, however respecting the smooth organisation and the timetable of the events. These domestic wildcard athletes may be of any age, but they will be official championship participants only if they are of the right age for these Championships according to the Rule 3.2.10.

The Technical Delegate has the right to accept extra participants, of the U23 age group (Rule 3.2.10), proposed by other participating countries, however always respecting the smooth organisation and the timetable of the events. These extra participants cannot win Nordic-Baltic Championship titles nor medals.

3.2.10

Each official participant must be **under the age of 23 years** on 31st December in the year of the Championships (i.e. 22 years or less).

3.2.11

Finland and Sweden agree to enter at least two (2) participants and Norway at least one (1) participant in each individual event. This guarantees a minimum participation of five (5) athletes per event.

3.2.12

If in any relay race **not more than one team** is entered, that relay event will be cancelled. In such a case, the Host must inform all the participating countries about the situation immediately after the deadline of the final entries.

It may still happen that, for one reason or another, a relay race must be cancelled in venue after the teams' arrival. If this leads to a situation where there are athletes whose only participation would have been in a relay, it is recommended (notwithstanding what is stated in 3.2.9) that they be entered as additional, but at the same time official, participants in sprint races where there are empty lanes available. The Technical Delegate decides on all these arrangements.

Technical Instructions

3.2.13

In the sprint events, i.e. distances from 100 up to and including 400 metres, with or without hurdles, if more than eight (8) athletes are entered, the competition shall be carried out by running two or more finals. If there are two or more finals, the results of that event are decided by the times.

In principle, the athletes with the best results in the ongoing year's statistics shall be selected to the A-final, but the Technical Delegate has the right to change the seeding, if the situation of the competition justifies a different approach.

If two or more finals are needed, i.e. when there are 9 runners or more, there must be at least three runners in the "weakest" final (even if this leaves one or two lanes empty in the next "higher" final).

In 100-110 metres, with or without hurdles, preliminary heats may be arranged, if they fit into the timetable and if the Technical Delegate accepts the arrangement.

Entries

3.2.14

The **final entries** with names, years of birth and best performances (SB and PB) of the competitors plus names of the team officials must be submitted to the organising Host not later than five days before the first day of the competition.

In view of the nature of the Championships, it is strongly recommended that the participating countries try to confirm even earlier the exact numbers of their participants per event (see 3.1.3).

Name changes due to injuries, illnesses or other justifiable reasons are allowed after the final entry deadline and until the Technical Meeting. Final confirmation of relay teams (names and running order) must be done no later than 60 minutes before the start.

Nordic-Baltic Champions

3.2.15

The best official competitor in each individual event shall be declared the Nordic-Baltic Champion. The three best official competitors in the event are the Nordic-Baltic medallists.

3.2.16

The winning relay team in each relay race shall be declared the Nordic-Baltic Champion team. The three best teams in the race are the Nordic-Baltic medallist teams.

Awards**3.2.17**

The three best official competitors in each individual event and the members of the three best relay teams in each relay race shall receive the Championship gold, silver and bronze medals respectively.

3.2.18

The Host may, at their discretion, give also other prizes, e.g. to the best male and best female athlete of the Championships, or for any other outstanding performances.

For Financial Regulations: See Item 3.1.17 on page 21

3.3 Nordic U20 Match & Championships

General

3.3.1

The Nordic Match for athletes under 20 years (The Match) is a combined international match between teams and a Nordic Championship competition for individuals and relay teams.

3.3.2

The participating teams are Finland, Norway, Sweden and the combined team of Denmark and Iceland.

3.3.3

There are separate matches for the men's teams and for the women's teams.

3.3.4

If all four parties are not able to enter a complete team to the match(es), the respective match(es) can be staged between smaller number of teams with respective corrections in the scoring system. All Nordic countries can, however, enter individuals or relay teams in any event to compete for Nordic Championship Titles.

3.3.5

The Match shall be organised **every year** in one of the Nordic Countries.

The Match shall normally be held in one of the weekends either side of the week of that year's international Championship (OG, WC, EC) as follows:

1. If the larger part of that week falls into the first part of August, the second weekend of that week should be used.
2. If the larger part of that week falls into the latter part of August, the first weekend of that week should be used.
3. If the international Championship of the year (OG, WC, EC) is not held in August, the U20 Match & Championships should be held in the second weekend of August.
4. If in extraordinary circumstances any Nordic nation wishes to have a different date, this should be discussed at the General Secretaries' Conference two years prior to the year of the competition

3.3.6

The Match shall be held during the summer, preferably in July or in August.

3.3.7

The Match shall be held in a stadium with eight lanes and all necessary facilities and technical equipment to allow smooth and efficient organisation of the competitions. In exceptional circumstances, and if all parties agree, the Match can be organised also in a stadium with six lanes (see also 3.3.26).

Participants

3.3.8

Each team may enter two participants in each individual event. In case of individual participation (see 3.3.4), the maximum number of athletes from any of the four parties (see 3.3.2) is also two.

In each relay event of the Match, each **team** is represented by one relay team. For the Nordic Championship competition, each **country** may enter one relay team. (See also point 3.3.26).

3.3.9

Each participant must be under the age of 20 years on 31st December in the year of the Match (i.e. 19 years or less).

3.3.10

Finland and Sweden agree to enter only athletes whose 18th or 19th birthday is in the year of the Match, except for the participants in the walking events who may be younger.

3.3.11

For Norway and Denmark/Iceland the lower end of the age category is open, i.e. only item 3.3.9 is applied.

Programme

3.3.12

The programme of the Match consists of the following events:

Men: 100m, 200m, 400m, 800m, 1500m, 5000m, 110m Hurdles, 400m Hurdles, 3000m Steeplechase, High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Discus, Hammer, Javelin, 5000m Race Walk, 4x100m and 4x400m.

Women: 100m, 200m, 400m, 800m, 1500m, 3000m, 100m Hurdles, 400m Hurdles, 3000m Steeplechase, High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Discus, Hammer, Javelin, 5000m Race Walk, 4x100m and 4x400m.

3.3.13

The international Juniors' implements according to WA Rules (Shot 6kg, Discus 1.75kg, Hammer 6kg, Javelin 800g) are used in the men's Match. In the hurdle races, seniors' hurdle heights are used, except for men's 110m Hurdles where the hurdle height used in the Match is 99.1 cm (current WA standard) or 100.0 cm.

Scoring

3.3.14

In individual events the points are given as: 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1;
and in relays as: 9 – 6 – 3 – 1.

(In case of only **three** teams: individuals 7-5-4-3-2-1 and relays 7-4-1.)

3.3.15

In case of a tie, the sum of the tying competitors' points is divided evenly between them.

3.3.16

A disqualified or non-finishing (non-marking) competitor gets no points.

3.3.17

The winner in each of the two matches is the team with highest aggregate of points. In case of a tie in points, it shall be resolved in favour of the team with higher number of first places. If the tie still remains, then in favour of the team with higher number of second places; and so on.

Nordic Champions

3.3.18

The winner of each individual event shall be declared the Nordic Champion. The three best competitors in the event are the Nordic medallists.

3.3.19

The winning relay team of each relay race shall be declared the Nordic Champion team. The three best teams in the race are the Nordic medallist teams. (See also point 3.3.29.)

Entries

3.3.20

The **final entries** with names, years of birth and best performances (SB and PB) of the competitors plus names of the team officials must be submitted to the organising Host not later than **five days** before the first day of the competition.

Name changes due to injuries, illnesses or other justifiable reasons are allowed after the final entry deadline and until the Technical Meeting. In case of last-minute injuries or illnesses, confirmed with a doctor's certificate, changes can still be made until 60 minutes before the start of the respective event. Final confirmation of relay teams (names and running order) must be done no later than 60 minutes before the start.

Awards

3.3.21

The winning team in each Match shall get a trophy according to the choice of the Host.

3.3.22

The three best athletes in each individual event and the members of the three best relay teams in each relay race shall get Nordic Championship gold, silver and bronze medals respectively.

3.3.23

The Host may, at their discretion, decide to give prizes also to the following athletes/teams from the fourth place and on.

Other

3.3.24

In the exceptional case that the Match is organised in a six-lane stadium, the sprint events, i.e. distances from 100 up to and including 400 metres, with or without hurdles, shall be run in two finals. The final results of the events are decided by the times of the competitors. If there is a tie, also after checking the times to 1/1000th of a second, it shall stand, also in the case that the tie concerns the first place.

The following procedure shall be used in compiling the A- and B-finals:

- First, the three fastest runners according to the ongoing year's statistics are put into the A-final. (Now there are representatives of 2 or 3 teams in A-final.)
- Then, the A-final is completed by adding, according to current statistics, the best runner(s) of the remaining team(s). Thus the A-final consists of 4 or 5 runners and covers all the four teams.
- Finally, each team has the right to change places of their own runners between the finals, if they wish so.

3.3.25

In relays it is possible that both Denmark and Iceland want to enter their own national relay teams for Nordic Championship purposes, even if the two countries appear as a combined team in the Match. If this is the case, both relay teams can run, but only one of them can represent the combined DEN/ISL team in the Match. The nomination shall be made in the Technical Meeting at the latest.

If there is only one combined DEN/ISL relay team, it can be a Nordic medallist team as such, even in the case where there are runners from both countries.

For Financial Regulations: See Item 3.1.17 on page 21

3.4 Nordic Championships in Combined Events

General

3.4.1

The Nordic Championships in Combined Events (**NCCE**) is an individual championship competition, where the official participating countries are Denmark, Finland, Iceland, Norway and Sweden. Participation by athletes from other countries is allowed in accordance with Rule 3.4.4.

3.4.2

The NCCE shall be organised **every year** in one of the Nordic Countries.

3.4.3

The NCCE shall be held during the summer, preferably in June or July.

3.4.4

The Host shall have the right to invite extra (non-Nordic) participants to improve the quality and representativeness of the competitions towards the public.

In the U20 and U18 categories such invitations shall only be directed to the three Baltic Countries.

This extra participation shall, however, be kept on such level that it does not overshadow the proper Nordic Championship competition. The extra participants cannot win Nordic Championship titles nor medals.

Programme

3.4.5

The programme of the NCCE consists of the standard combined events described in the WAS' Book of Rules, Book C 2.1, rules 39.2, 39.3 and 39.5:

Men – Decathlon

U20 Men – Decathlon

U18 Men – Decathlon*

Women - Heptathlon

U20 Women – Heptathlon

U18 Women – Heptathlon

* In the U18 Men's Decathlon, a partly reversed order (see below) can be used, if it is anticipated that all the various Pole Vault competitions would be too difficult to include in the timetable of one competition day. This can happen if, for example, there is only one Pole Vault site.

If the reversed order is used, performances are not comparable with others achieved under WA Rules, which means that such results will not be valid as entry standards for European U18 Championships.

Reversed order, U18 Men

1st Day: 110m Hurdles, Discus, Pole Vault, Javelin, 400m

2nd Day: 100m, Long Jump, Shot Put, High Jump, 1500m

3.4.6

The **age limits** are defined as follows. “U20” means that the athlete’s age is 19 years or less on December 31st in the year of the Championships, “U18” means that the athlete’s age is 17 years or less on December 31st in the year of the Championships.

3.4.7

WAs Combined Events’ Outdoor **scoring tables** shall be used for calculation of results.

Entries

3.4.8

Each Nordic Country may enter max. three (3) participants in each of the six events in the programme.

Exception: The Host Country has the right to one (1) guaranteed wildcard entry in each event in the programme. These wildcard athletes are official participants in the competition and compete for Nordic Championship titles and medals.

Moreover, depending on the known participation and the timetable, the Host Organisation has the right to accept extra participants to be entered by the Nordic Countries. The extra participants cannot win Nordic Championship titles nor medals.

(As for possible non-Nordic guest competitors, see Rule 3.4.4.)

3.4.9

The **final entries** with names, years of birth and best performances (SB and PB) of the competitors plus names of the team officials must be submitted to the organising Host not later than **ten days** before the first day of the competition.

Name changes due to injuries, illnesses or other justifiable reasons are allowed after the final entry deadline and until the Technical Meeting. Any new (additional) entries,

as described in 3.4.8, when/if accepted to the competition, shall be considered as extra participants.

Nordic Champions

3.4.10

The best Nordic Championship participant, as described in 3.4.8, of each combined events competition shall be declared the Nordic Champion.

Awards

3.4.11

The three best Nordic Championship participations, as describes in 3.4.8, in each combined events competition, shall get a Nordic Championship gold, silver and bronze medal respectively.

3.4.12

The Host may, at their discretion, decide to give also other prizes in order to cover the extra participants' possible success in the competitions or to extend the list of awarded official participants. The prizes mentioned in 3.4.11 are, however, the only official Nordic Championship prizes.

For Financial Regulations: See Item 3.1.17 on page 21

3.5 Nordic Cross Country Championships

General

3.5.1

The Nordic Cross Country Championships (**NCCC**) is a combined team and individual competition, where the official participating countries are Denmark, Finland, Iceland, Norway and Sweden. Participation by athletes from other countries is allowed in accordance with Rule 3.5.4.

3.5.2

The NCCC shall be organised **every year** in one of the Nordic Countries.

3.5.3

The NCCC shall be held in the autumn, preferably on Sunday 3 to 4 weeks before the European Cross Country Championships.

3.5.4

The Host is recommended to apply for an European Cross Country Permit to improve the quality and representativeness of the competitions towards the public.

This participation of non-Nordic participation shall, however, be kept on such level that it does not overshadow the proper Nordic Championship competition. The non-Nordic participants cannot win Nordic Championship titles or medals as teams nor as individuals.

Programme

3.5.5

The programme of the NCCC consists of the following races:

Women, Juniors	6.0 km
Women, Seniors	9.0 km
Men, Juniors	6.0 km
Men, Seniors	9.0 km

3.5.6

The distances are approximate and shall be adjusted to the local conditions.

3.5.7

The age group “Juniors” is the same as U20, i.e. for athletes whose age is 19 years or less on 31st December in the year of the competition.

Entries

3.5.8

Each Nordic Country may enter one team in each race in the programme. The sizes of the teams shall be:

Women, Juniors:	max. 6 runners start / 3 best score
Women, Seniors:	max. 6 runners start / 3 best score
Men, Juniors:	max. 6 runners start / 3 best score
Men, Seniors:	max. 6 runners start / 3 best score

If a Nordic Country cannot enter a complete team (i.e. at least the number of scoring runners), it shall have the right to enter individual runners who compete for the individual Nordic Championship titles.

3.5.9

The Nordic countries shall have the right to let a reasonable number of additional extra runners (“club athletes”) of good quality to participate as extra competitors, e.g. to increase the interest of the local audience. The extra participants cannot win Nordic Championship titles nor medals.

3.5.10

The **final entries** with names, years of birth and best performances (on the track) of the competitors plus names of the team officials must be submitted to the organising Host not later than **ten days** before the day of the competition.

Name changes to the entered teams due to injuries, illnesses or other justifiable reasons are allowed after the final entry deadline and until the Technical Meeting. Any possible new (additional) entries shall be considered as extra participants.

Nordic Champions

3.5.11

. The best Nordic Championship team member or individual runner, as described in 3.5.8, in each race, shall be declared the Nordic Champion.

The three best Nordic Championship team members or individual runners are the Nordic medallists.

3.5.12

The team competition in each race shall be decided by the aggregate of placings recorded by the **scoring** competitors (see 3.5.8) of each team.

The placings are taken from the complete list of **all official Nordic Championship team member or individual runners** (as described in 3.5.8) in the race, i.e. individual official Nordic participants and non-scoring team members included.

3.5.13

The team with the lowest aggregate of placings shall be declared the Nordic Champion.

The following places shall be decided accordingly.

3.5.14

In case of a tie in points, it shall be resolved in favour of the team whose **last scoring member** achieves the better/best placing. (The principle is to favour the party whose **whole scoring team** is “at home” earlier.)

Awards

3.5.15

The winning team in each race shall get a Nordic Championship trophy according to the choice of the Host, and the scoring members of that team shall get Nordic Championship gold medals. The scoring members of the second and the third teams shall get Nordic Championship silver and bronze medals respectively.

3.5.16

The three best Nordic Championship team members or individual runners (as described in 3.5.8) in each race shall get a Nordic Championship gold, silver and bronze medal respectively.

3.5.17

The Host may, at their discretion, decide to give also other prizes in order to cover the extra participants' possible success in the races or to extend the list of awarded Nordic participants. The prizes mentioned in 3.5.15 and 3.5.16 are, however, the only official Nordic Championship prizes.

For Financial Regulations: See Item 3.1.17 on page 21

3.6 Nordic Indoor Match

General

3.6.1

The Nordic Indoor Match (“The Match”) is an international indoor match between Nordic teams and a Nordic Championship competition for individuals and relay teams.

3.6.2

The participating teams are Finland, Norway, Sweden and the combined team of Denmark and Iceland.

The DEN/ISL combined team can be built up in any proportion between the athletes of these two countries.

3.6.3

There are separate Matches for the men’s teams and for the women’s teams.

3.6.4

The Match shall be organised **every year** in one of the Nordic Countries.

3.6.5

The Match shall normally be held in one day at the second Sunday of February.

3.6.6

The Match shall be held in an indoor stadium with at least four-lane oval track and all necessary facilities and technical equipment to allow smooth and efficient organisation of the competitions.

As in the Nordic Countries there are also good-quality indoor stadia with longer oval tracks (more than 200m), the Match can be organised also in such a facility.

Participants

3.6.7

Each team may enter two participants in each individual event. Extra participants will not normally be accepted. Exceptions, for example pacemakers, can be entered if unanimously accepted by the Technical Meeting of the Match.

In the relay events of the Match each participating **team** is represented by one relay team. For the Nordic Championship competition, each **country** may enter one relay team.

Programme

3.6.8

The official programme of the Indoor Match consists of the following events:

Men: 60m, 200m, 400m, 800m, 1500m, 3000m, 60m Hurdles, High Jump, Pole Vault, Long Jump, Triple Jump and Shot Put.

Women: The same programme as above.

Extra Events: As indoor stadia are different, some large facilities allow the possibility to organise events different from the list above, e.g. 100m, 300m Hurdles, Discus ...! The possible extra events don't count for the Match. Neither are they Nordic Championship events. The Organiser can include in the programme max. four such events, max. two for men and max. two for women.

Scoring

3.6.9

In individual events the points are given as: 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1 ;
and in relays as: 9 – 6 – 3 – 1.

3.6.10

In case of a tie, the sum of the tying competitors' points is divided evenly between them.

3.6.11

A disqualified or non-finishing (non-marking) competitor gets no points.

3.6.12

The winner in each of the two Matches is the team with highest aggregate of points. In case of a tie in points, it shall be resolved in favour of the team with higher number of first places. If the tie still remains, then in favour of the team with higher number of second places; and so on.

Nordic Champions

3.6.13

The winner of each individual event shall be declared the Nordic Champion. The three best competitors in the event are the Nordic medallists.

3.8.14

The winning relay team of each relay race shall be declared the Nordic Champion team. The three best teams in the race are the Nordic medallist teams.

Entries

3.6.15

The **final entries** with names, years of birth and best performances (SB and PB) of the competitors plus names of the team officials must be submitted to the organising Host not later than **five days** before the day of the competition.

Name changes due to injuries, illnesses or other justifiable reasons are allowed after the final entry deadline and until the Technical Meeting. Final confirmation of relay teams (names and running order) must be done no later than 60 minutes before the start. In case of last-minute injuries or illnesses, normally confirmed with a doctor's certificate, changes can still be made as long as it doesn't delay the start of the event in question.

Awards

3.6.16

The winning team in each Match can get a trophy according to the choice of the Host.
(Not obligatory)

3.6.17

The three best athletes in each individual event and the members of the three best relay teams in each relay race shall get Nordic Championship gold, silver and bronze medals respectively.

3.6.18

The Host may, at their discretion, decide to give prizes also to the following athletes/teams from the fourth place and on. *(Not obligatory)*

For Financial Regulations: See Item 3.1.17 on page 21