

REGISTRATION GUIDE FOR NATIONAL FEDERATIONS



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MÉDIS 2016 LISBON ETU TRIATHLON EUROPEAN CHAMPIONSHIPS (MAY 26-29, 2016)

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NATIONAL FEDERATION (NF) RESPONSIBILITIES

We will send this Online Registration Guide to the National Federation (NF) official email address to handle all the registrations for the **MÉDIS 2016 LISBON ETU TRIATHLON EUROPEAN CHAMPIONSHIPS**.

The NF needs to appoint their representatives who will be authorized to register Age Group, Elite, Junior and Paratriathletes.

REGISTRATION INFORMATION

All Age Group Competitors must be registered by their NFs, using the Excel Template attached in this email, which the NF needs to send to the Local Organizer Committee (LOC) at registration@federacao-triatlo.pt

ONLY registrations with NFs confirmation can be accepted.

NF needs to collect entry fees from their athletes. The NF will be invoiced by the LOC when start lists are finalized, and NF needs to transfer amount to the LOC bank account number:

FEDERAÇÃO DE TRIATLO DE PORTUGAL
CAIXA GERAL DE DEPÓSITOS
SWIFT/BIC: CGDIPTPL
IBAN: PT50 0035 0653 0000 2383 330 08

- The following details are mandatory to be completed when using the Excel template:
 - First Name
 - Last Name
 - Date of Birth
 - Distance
 - Gender
 - E-mail
 - Country
 - Language

Please ensure athletes do not use the same email address as another athlete. All email addresses should be unique considering individual services (photo service, etc.);

Each NF can enter up to 20 athletes per gender, per age group and per event for the AG events;

Please refer to the ITU website to view qualification criteria. Any questions, please contact the ITU: entries@triathlon.org.

KEY REGISTRATION DATES

- **Wednesday 14th April 2016:** Registration deadline for Age Group Athletes*. All Age Group Athletes from the NF need to be registered by the latest at this deadline;
- **Monday 18th April 2016:** Age group invoicing begins. Invoice will be sent to the NFs by email;
- **Monday 25th April 2016:** Registration deadline for Elite/Junior/ Paratriathletes*
- **Friday 29th April 2016:** Full Age Group payment due;**
- **Monday 2nd May 2016:** Elite/Junior/Paratriathletes invoicing begins. Invoice will be sent to the NF by email after all Elite/Junior/ Paratriathletes have been registered and approved by the ETU;
- **Monday 16th May 2016:** Full Elite/Junior/Paratriathletes payment due.**

*After this date the LOC cannot guarantee a secure spot for the athlete.

**Registration will only be confirmed once payment has been received in full. After payment has been received, registration will be confirmed via email within five working days. Please note that athletes will not be able to pick-up their race packs during event week, unless full payment has been received from the NF.

ENTRY FEES

Entry fees are as follows in Euro (€):

Single/Team event:

- Junior: € 150.—
- Elite: € 150.—
- Paratriathlete: € 150.—
- Age Group Sprint Distance: € 100.—
- Age Group Standard Distance: € 150.—
- Mixed Relay Junior and Elite: € 160.--, per team

Multiple events:

- Age Group Sprint + Standard Distance: € 230.-

Age Group athletes are able to compete in the two events as they are spaced out across several days. However it is up to the NF to decide whether or not your age group athletes can enter multiple events.

The entry fee includes:

- Pasta Party incl. one drink during the opening ceremony (Parade of Nations/Entertainment);
- Refreshment stations along the race courses;
- Refreshment station at the finish area;
- Entry fee incl. buffet dinner and one drink at the closing ceremony;
- Free massage after the race;
- A well prepared event incl. traffic closed roads, with the highest standard of security and medical professionals;
- Race pack with individual bib-numbers and advertising material;
- A bag;
- Swim cap;
- Exposition village;
- Accreditation with lanyard/wristband.

CONTACT US

We hope that you will find the registration system easy to use, however if you experience any problems, please send an email to our support centre:

registration@federacao-triatlo.pt.

ETU QUOTAS

ELITE - 28 MAY 2016, LISBON

The quotas will be determined according to the rules, which can be found on the ETU website:

1. 30 days prior to the race – Determination of team sizes and eligible triathletes. 28 April 2016 is the date of 30 days prior to the European Championships. The ETU will inform the National Federations about the quotas as soon as they are available;
2. 20 days prior to the race – Last day to receive Wild Card requests. According to the rules, the ETU will announce quotas for 60-60 male and female athletes. The start list will be filled up to 75-75 women and men. NFs that do not have enough spots according to qualification have to apply for Wild Card(s). The team sizes cannot be more than 5-5 women and men. When NFs ask for a Wild Card, the request must contain the name of the athlete and be sent to entries@triathlon.org no later than Saturday 7th May 2016;
3. 20 days prior to the race – The ETU will respond to the NFs indicating the number of athletes in their team. If an NF is not using all their allocated quota according to the rules, please send a message to the ETU Secretariat to liberate the place/s for another athlete before 7th May 2016;
4. 15 days prior to the race – Decision of the ITU Invitation Panel on invitations. The list of athletes competing in the European Championships will be published no later than 13th May 2016.

JUNIOR - 28 MAY 2016, LISBON

| NF | Junior Male | Junior Female |
|------------|--------------------|----------------------|
| CZE | 2 | 3 |
| DEN | 3 | 2 |
| ESP | 3 | 4 |
| FRA | 5 | 3 |
| GBR | 3 | 5 |
| GER | 4 | 2 |
| HUN | 2 | 3 |
| ITA | 2 | 3 |
| NOR | 4 | 2 |
| POL | 2 | 4 |
| POR | 3 | 3 |
| RUS | 3 | 4 |
| SUI | 3 | 4 |
| SWE | 2 | 3 |

All the other NFs are allowed to enter 2 men and 2 women.

Invitations will be awarded once the start list is produced 33 days before the event, considering that the maximum quota per Nation is 5 men and 5 women.

ELITE & JUNIOR RELAY - 29 MAY 2016, LISBON

Please note that there will be mixed relay events for Elite and Junior with 4 athletes (two men and two women) per team.

AGE GROUP - 27 & 29 MAY 2016, LISBON

Every National Federation has the right to enter 20 athletes per 5 year age category per gender. The host nation has the right to register 25 athletes per 5 year age category.

PARATRIATHLON - 27 MAY 2016, LISBON

Please refer to the ITU Paratriathlon Qualification Criteria, which can be found using the following link:

http://www.triathlon.org/uploads/docs/Paratriathlon_qualification_15122015.pdf

WE LOOK FORWARD TO SEEING YOU IN LISBON IN MAY