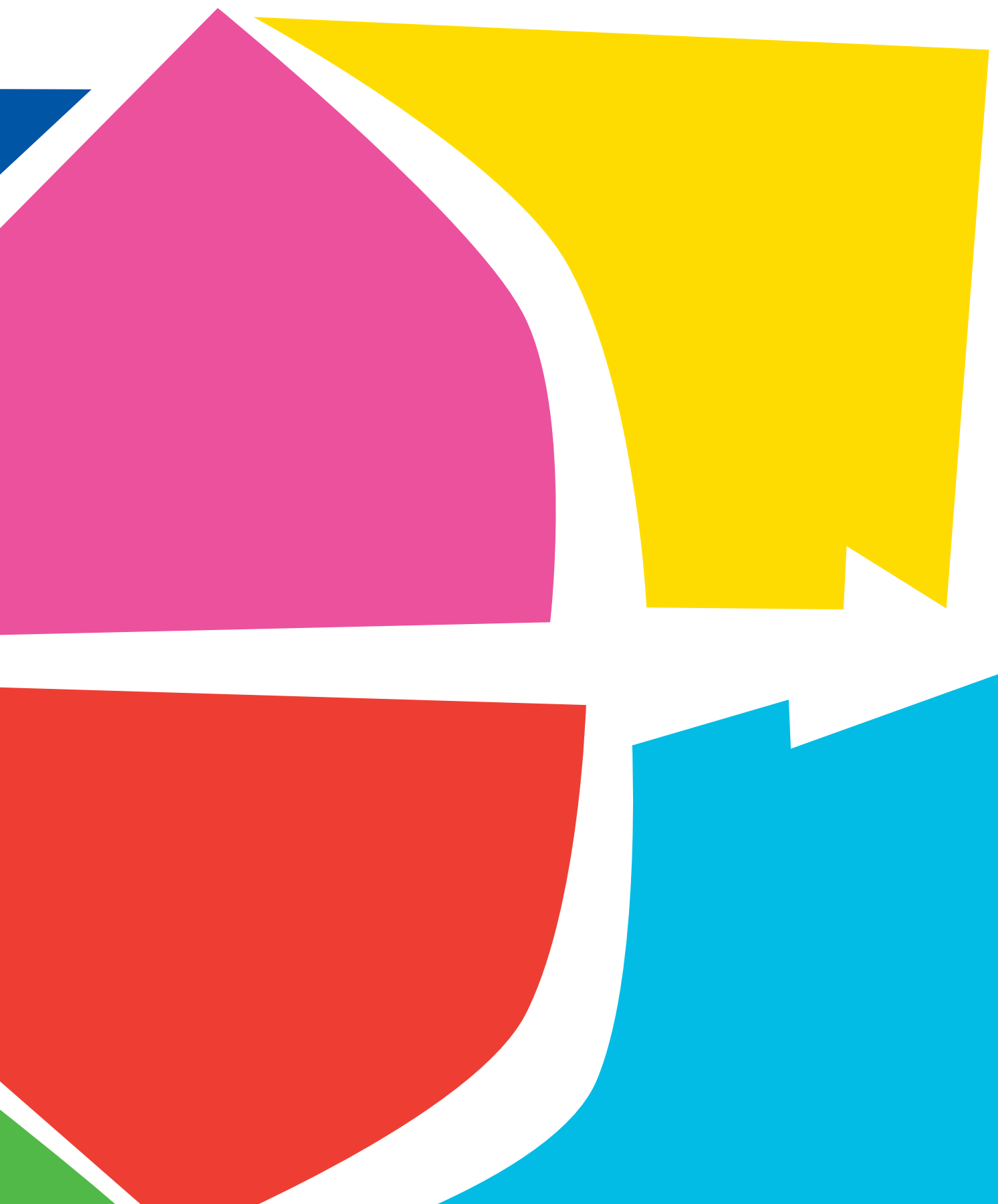


# World Archery Organisers' Event Manual



# **World Archery Organisers' Event Manual**



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# Organisers' Event Manual



## Introduction



## 1. INTRODUCTION

Archery is a sport with great history and tradition but is also exciting and growing in popularity on the international sporting stage. Part of the World Archery Plan is to assist its Local Organising Committees to develop with that growth. There is a need for organisers to embrace that challenge and responsibility to deliver World Archery events to a consistent level in event delivery and marketing promotions for all stakeholders to enjoy.

The Organisers Event Manual (OEM) has been created to outline information, the roles, responsibilities and requirements that are necessary to deliver successful World Archery events.

This manual is to assist and guide Local Organising Committees in their event delivery to refer to, either before the bidding process begins, during the planning stages or even after the event has started.

The manual has been divided into small sections and chapters, breaking down the complexities and magnitude of an archery event, making it easier for organisers to understand what needs to be delivered, to what level and when. All sections of this manual will evolve with new issue dates, as the sport of archery, the competition format and the rules of archery develop.

The manual contents should always be used in conjunction with the World Archery rule book as the rule book will always prevail in cases of conflict. Should organisers have any questions about the use of this manual, please contact World Archery Events Department using the contact details supplied in the manual.

Best of luck with your event!

### 1.1 MANUAL SECTION FORMAT

For this manual to be user friendly, each section will be split into eight parts:

#### **Aim**

What aspects are to be covered in the section for organisers' to understand.

#### **Purpose**

The purpose of the functional area or related area the manual is referring to.

#### **Responsible Person**

The person who should manage the area in reference.

#### **People Required**

The number of people required for the area in reference.

#### **Equipment**

The equipment needed for the area in reference.

#### **Timeline**

When a task should be completed by.

#### **Check List**

To provide the Local Organising Committee with a list of questions, considerations or a "to do list" to be completed, as a reference, to assist successful event delivery.

#### **Notes**

Additional points to expand on or circumstances that should be considered for a particular event, event type or personnel.

## 1.2 TYPES OF EVENTS

This manual is aimed to guide Local Organising Committees or personnel involved in delivering an archery event at the following levels:

- 1) World Championships
  - a) Field
  - b) Indoor
  - c) Outdoor
  - d) Para Archery
  - e) Youth
  - f) 3D Archery
- 2) World Cup Stage
- 3) World Cup Final
- 4) Continental Championships
  - a) African
  - b) American
  - c) Asian
  - d) European
  - e) Oceania
- 5) Multi Sporting events where archery is featured, such as,
  - a) Olympic/Paralympic Games
  - b) World Games
  - c) Commonwealth Games
  - d) Asian Games
  - e) European Games
  - f) Pan American Games
  - g) Universiade

### **Disciplines of Archery at World Archery Events**

- a) Field Archery
- b) Target Archery (Indoor and Outdoor)
- c) Para Archery
- d) Youth Archery
- c) 3D Archery

### **Bow Disciplines at World Archery Events**

- a) Recurve Bow
- b) Compound Bow
- c) Barebow
- d) Longbow
- e) Instinctive Bow

### **Athlete Categories at World Archery Events**

- a) Elite, National Team and affiliated Member Association members
- b) Youth (including Junior and Cadet)
- c) Para Athletes (athletes with an impairment)

### **World Archery event principles**

- Clean, fair and safe competition for all
- Media and spectator friendly
- Educate, entertain and inspire
- Exceed sponsor expectation
- Legacy for the sport of archery, host city and Member Association (MA)
- Show the Power of Precision

## 1.3 EVENT CONCEPT AND BIDDING

### Aim

The concept of hosting an event and the bidding procedure the Local Organising Committee needs to do and in what timelines in order to submit a success bid.

### Purpose

For organisers to understand the bidding process, what procedures are expected to be completed and when in order to submit a successful bid for a World Archery event.

Potential bidders need to establish the reasons for staging an event, setting goals and objectives to be achieved from hosting to achieve a positive impact from hosting a World Archery event.

An evaluation process will need to be carried out after the event to see if the goals and objectives have been met.

### Responsible Person

World Archery events can be bid for and organised by:

- Professional Individual
- Local Archery Club
- Regional Archery Organisation
- National Federation
- Event Company
- Event/Festival Department of a City
- Local Government Sporting Authority

The bidding process should be managed ideally by one person, the Event Manager/Director, or with an additional small team of 3-4 people in order to collate the necessary information for the bid document. The Event Manager/Director will need to present the event concept to the local organising committee and/or local government/ sponsor to sell the idea, generate support and gain funding for the event.

<b>Event Manager/Director</b>	<ul style="list-style-type: none"><li>■ Collect or organise a small team to research and collate the necessary information to complete the bid document</li><li>■ Present to local organising committee board, local government and sometimes sponsors to generate support</li></ul>
<b>Finance Manager</b>	<ul style="list-style-type: none"><li>■ Forecast expenditure and prepare a provisional event budget</li></ul>
<b>Local Organising Committee Board</b>	<ul style="list-style-type: none"><li>■ Review event concept and bid</li><li>■ Give approval for submission to World Archery</li><li>■ Offer support and guidance for a successful bid</li></ul>
<b>Local Government Authorities</b>	<ul style="list-style-type: none"><li>■ Review the initial bid/event concept</li><li>■ Offer support and potential resources and guidance for a successful bid and event delivery</li></ul>
<b>Sponsor</b>	<ul style="list-style-type: none"><li>■ Review initial bid/event concept to approve involvement and potentially offer support such as, finances, value in kind, services or products that will support the event delivery/operation.</li></ul>

<b>World Archery Event Director</b>	<ul style="list-style-type: none"> <li>■ To offer advice, guidance</li> <li>■ Receive the completed bid document for the initial internal evaluation before submitting the bid for the World Archery Executive Board to review.</li> <li>■ Conduct any inspection visits should additional/specific information be required for successful review and evaluation by the World Archery Executive Board</li> </ul>
<b>World Archery Secretary General</b>	<ul style="list-style-type: none"> <li>■ To evaluate and review the bid with the World Archery Executive Board</li> </ul>
<b>World Archery Executive Board</b>	<ul style="list-style-type: none"> <li>■ To review bids and award World Archery events to successful bids.</li> </ul>

## Equipment

World Archery bidding document obtained by email from World Archery Event Department.

## Timeline

<b>Date</b>	<b>Activity</b>
Ideally a minimum two (2) to three (3) years before the desired event	<ul style="list-style-type: none"> <li>■ Devise event concept and establish goals and objectives for the positive impact of the event</li> <li>■ Conduct the necessary research, such as feasibility study, venues and hotels gathering information to present to the Local Organising Committee Board</li> <li>■ Once the Local Organising Committee Board approve event concept create a plan to approach and attract sponsors and Local Government Authorities</li> </ul>
Ideally a minimum of two (2) years before the desired event	<ul style="list-style-type: none"> <li>■ Inform World Archery Event Director and Secretary General which event and year (s) to host for the bid document to be sent</li> </ul>
Minimum 1 month before the World Archery Executive Board Meeting	<ul style="list-style-type: none"> <li>■ Submit initial bid for review to the World Archery Event Director</li> </ul>
Middle and end of the year	<ul style="list-style-type: none"> <li>■ World Archery Executive Board Meetings</li> </ul>
1 week after the World Archery Executive Board Meeting	<ul style="list-style-type: none"> <li>■ All bidders will be informed if their bid has been successful or not by World Archery</li> </ul>
Immediate weeks following notification	<ul style="list-style-type: none"> <li>■ Event Directors/Managers of unsuccessful bids should inform and thank their Executive Board, Sponsors, Local Government Authorities and are also advised to learn, discuss and evaluate to bid successfully in the future</li> <li>■ Event Director/Manager of the successful bid should inform their Executive Board, Venues, Hotels and Sponsors the good news and firm up agreements/contracts for event delivery</li> </ul>
1 month after the awarding of the event	<ul style="list-style-type: none"> <li>■ World Archery will send the Organisers Agreement for review and signing by the successful Event Director/Managers</li> <li>■ Awarded hosts to transfer the staging fee after the signing of the contract</li> </ul>
Immediate months following	<ul style="list-style-type: none"> <li>■ The World Archery Communications Department will work with the awarded hosts in devising media promotion activities, press releases, timeline/dates of all media activities to announce and launch the event</li> </ul>



## Check List

- ☐ Identify what 'event success' is or what does 'success' look like after staging the event?
- ☐ What is the event concept and the objective and goals of hosting the event?
- ☐ What legacy is to be left after hosting the event?
- ☐ Has an impact analysis been made and included in the bid to establish, illustrate and quantify the positive impact that will be created from staging the event?
- ☐ Does the concept of the event meet the approval of the organising committee executive board?
- ☐ Has this been discussed with the local governmental sports authority and what funding, support and resources can they offer?
- ☐ Have potential sponsors been scoped to approach with the desired event concept and how it matches their values and what are the benefits for them?
- ☐ Has World Archery been informed of which event and year do you wish to bid for and have you requested the bid document?
- ☐ If it is desired to have the event awarded with World Ranking and World Record what are the correct procedures to be followed and when do these procedures have to be completed?
- ☐ When does World Archery need the completed bid document for the internal evaluation followed by review by the World Archery Executive Board?
- ☐ Have the event dates been decided?
- ☐ Are the dates convenient with the venue, hotels and city to gain maximum support?
- ☐ Do the archery event dates clash with any other archery event, major sporting event/festival in the local area, city, country or international sporting calendar of events that could have a negative impact on your event?
- ☐ Has a plan been devised as to who will be in the bidding team, what research is to be carried out/collected, what information/details are required and who in the team will do this?
- ☐ Has a financial analysis been completed to establish costs and forecast the required budget to stage the event?
- ☐ What are the alternative financial sources should the original sources fail, such as sponsor or government funding?
- ☐ What are all the key dates and deadlines for the bid process and collecting information and is everyone in the bidding team aware of them to ensure they are met?
- ☐ Have provisional reservations been made for the chosen venue and hotels?
- ☐ If the bid was not successful, is there a review meeting to discuss and identify what can be improved for future bids?
- ☐ Have all parties been informed of the outcome of the bid, thanked individually and personally for their support?
- ☐ If the bid was successful, have all hotels and venues been revisited to lock down requirements and form contracts of agreement for event delivery?
- ☐ Has the World Archery Organisers Agreement been received from World Archery, reviewed, signed and returned?
- ☐ Have the correct World Archery bank account details been given to transfer the events staging fee, according to the World Archery Organiser Agreement?
- ☐ Has the World Archery Communications Manager been contacted to plan, create and execute media activities such as, press releases, press conferences, social media to engage audiences, announce and launch the event being awarded?
- ☐ Has a meeting been scheduled after the event to evaluate the finance, learnings and to see if the goals and objectives have been achieved in staging the event?

## Notes

Why host the event, what are the objectives and goals for staging the event?

### Goals and objectives of the club or organising committee

- Increase awareness, exposure and profile of the sport of archery
- Increase membership and participation of archery at the local and national clubs
- Increase the profile and promote the capabilities of organisers
- Have home advantage for the national team to qualifying for a multi sporting event
- Bring international competition locally for national athletes to compete against for development
- Develop a specific region, province or city in the sport of archery
- Generate finances for a facility or federation
- Raise a local sponsors' profile to a particular audience
- Test event for another event
- To use an existing facility that is not currently used frequently

### Host city objective for hosting the event

- Increase exposure, promotion of the city
- Bring trade to the local hotels and restaurants during a quiet period of the year
- Increase national and foreign tourism to the city
- Raise awareness and profile of the city
- Redevelop land to improve the environment and a new facility for legacy use by the local community, local and national teams or a venue to host many more national and international archery events
- To increase the city's portfolio and strengthen perception of staging event for future bids such as, for multi sporting events in the future.

### Impact Analysis

- Look at the present state of archery locally and nationally to find ways to measure what archery should look like after the event to identify and quantify the positive impacts made from hosting
- Look at the current profiles and distribution of the sport of archery, venue, host city, or sponsor and illustrate ways in which to quantify the positive impact from staging the event
- To measure positive impact the event will have on the local area, getting real statistics/data such as:
  - Revenue generated from the event
  - Athlete and team official attendance
  - Spectators that attended, ticket sales
  - Feedback from athletes and spectators
  - TV distribution
  - Local and national media coverage
  - Amount of social media activities, Facebook, twitter and YouTube activities
  - Increased club and national archery membership
  - Amount of people that tried the "try archery" activity
  - Increased consumer use and sales of local products, facilities and services such as, restaurants, hotels, suppliers that produced items/services for the event



## **Cancellation of the event, what to do**

- Immediately contact World Archery with any concerns or risks in failure to deliver the event. The sooner World Archery are aware, the quicker and more can be done to help resolve the issue and take action.
- First establish if it is a cancellation with no opportunity to stage the event at a later date or postpone the event to another date or year.
- Refer to the section in the Organiser Agreement contract to follow the procedures and understand the timelines and penalties that may be incurred for cancellation.

## **Reasons for event cancellation**

- Clarify what are the reasons for cancelling or postponing the event, such as political instability, venue no longer available, loss of funding from the local governmental sporting authority or sponsor.
- Agree and establish the necessary procedures to inform all participants, media, venue (s), hotels and spectators regarding the cancellation.

## 1.4 EVENT CALENDAR AND SCHEDULING STRUCTURE

### Aim

For Local Organising Committees to have an understanding of the World Archery international events calendar and how the competition schedule should be structured to deliver a successful competition schedule.

### Purpose

With the international sporting calendar becoming very busy and congested it is important to establish and schedule an event at the best time to maximize on impact and attendance for the event.

Be aware of other sporting events taking place both locally, nationally and internationally to maximise on promotion and attendance by athletes, media and spectators.

To be able to reserve a venue, schedule venue build and the logistics in the shipping of World Archery equipment and deployment of people/workforce for the event.

Allow Member Associations to plan budgets and schedule their own event calendars such as, national championships and selection events. Permit athletes to prepare/build up to an event and peak at the right time and avoid burnout or clashes with other events.

### Responsible Person

World Archery will award the event and approve the proposed event dates in the World Archery international event calendar from the local organising committees' event bid.

Competition schedule is proposed by the Competition Manager for review by the World Archery Technical Delegate, Event Director, TV Director and Results Manager. The final competition schedule approval will need to be given by World Archery.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, the sport/competition manager creates the competition and practice schedule for review and approval by World Archery and host broadcasting services such as, OBS (Olympic Broadcasting Service).

Planning and arranging the shipment of the World Archery technology equipment such as the timing and scoring devices and TV equipment will be arranged by World Archery

### Timeline

- 18 months prior event dates should be submitted with the bid
- 1 year prior, provisional daily programme can be created after World Archery approve the dates in the World Archery international event calendar
- 90 days before official practice, preliminary entries for the event will be received via WAREOS and a preliminary competition schedule and target layout can be created from the preliminary entry participant numbers
- 20 days before official practice, final entries will be received, via WAREOS, and the preliminary competition schedule and target layout can be amended with the final entry participant numbers
- 1 week before official practice date launch/publish the competition schedule

### Calendar

Archery has two seasons to operate events and World Archery uses the following months to plan the international calendar:

- Indoor: Usually between the months of November and February
- Outdoor: Usually between the months of March and October

**Note:** These seasons are related to European, North American and Asian summer and winter seasons. Obviously, in other areas of the world, the seasons are opposite and the necessary adjustments are made.

## Time between events

World Archery tries to keep a minimum of two (2) weeks in between events to allow:

- Continental and Member Associations to operate their events
- Athletes sufficient time prepare and compete at others
- Enough time for shipping and customs clearance of World Archery and TV equipment
- Sufficient preparation by World Archery staff and contractors

## World Archery Events

World Championships	
Field	
Event Frequency:	Held every two (2) years (even years)
Event Duration:	Six (6) days not including the arrival and departure days
Time of year:	Summer months between June and September, more limited on Olympic/Paralympic years
Indoor	
Event Frequency:	Held every two (2) years (even years)
Event Duration:	Six (6) days not including the arrival and departure days
Time of year:	Late February, early March
Outdoor	
Event Frequency:	Held every two (2) years (before and after and Olympic/Paralympic Games)
Event Duration:	Eight (8) days not including the arrival and departure days
Time of year:	July, August or September depending on the weather seasons of the host country
Para Archery	
Event Frequency:	Held every two (2) years (before and after and Olympic/Paralympic Games)
Event Duration:	Seven (7) days not including the arrival and departure days or the classification days

Time of year:	July, August or September depending on the weather seasons of the host country
<b>Youth</b>	
Event Frequency:	Held every two (2) years (even years)
Event Duration:	Eight (8) days not including the arrival and departure days
Time of year:	July, August or September depending on the weather seasons of the host country and the international school holiday period
<b>3D Championships</b>	
Event Frequency:	Held every two (2) years (even years)
Event Duration:	Six (6) days not including the arrival and departure days
Time of year:	July, August or September depending on the weather seasons of the host country
<b>World Cup Stage</b>	
Event Frequency:	Four (4) World Cup stages per year, except in an Olympic/Paralympic year where there are only three (3) stages Local organising committees are usually awarded to host a World Cup Stage for three (3) consecutive years
Event Duration:	Six (6) days (Seven (7) in case of Olympic Qualifier) not including the arrival and departure days
Time of year:	Once a month between the months of May and September depending on the weather seasons and daylight hours of the host country
<b>World Cup Final</b>	
Event Frequency:	Every year after all the world cup stages have taken place Awarded to a different host nation each year
Event Duration:	Three (3) days not including the arrival and departure days
Time of year:	September, October depending on the weather seasons and daylight hours of the host country

### 1.4.1 Typical World Archery Event Programme

Day	Time (suggested)	Activity
<b>Sunday</b>	Throughout the day 09:00hrs – 12:00hrs 14:00hrs – 17:00hrs	<ul style="list-style-type: none"> <li>■ Arrival of teams and delegates</li> <li>■ Registration, payments and accreditation</li> <li>■ Practice range should be open and operational</li> </ul>
<b>Monday</b>	Throughout the day 09:00hrs – 12:00hrs 14:00hrs – 17:00hrs	<ul style="list-style-type: none"> <li>■ Arrival of teams and delegates</li> <li>■ Registration, payments and accreditation</li> <li>■ Practice range should be open and operational</li> </ul>
<b>Tuesday</b>	09:00hrs – 12:00hrs 14:00hrs – 17:00hrs During practice 1 hour	<ul style="list-style-type: none"> <li>■ Official Practice (Counted as the first day of competition)</li> <li>■ Equipment inspection</li> <li>■ Team Managers Meeting</li> </ul>
<b>Wednesday</b>	08:30hrs – 12:30hrs 13:30hrs – 17:30hrs 17:30hrs – 19:30hrs	<ul style="list-style-type: none"> <li>■ Qualification plus shoot offs</li> <li>■ Qualification plus shoot offs</li> <li>■ Mixed team competition</li> </ul>
<b>Thursday</b>	08:30hrs – 13:00hrs 15:00hrs – 19:30hrs	<ul style="list-style-type: none"> <li>■ Preliminary Eliminations 1/48 and 1/24</li> <li>■ Preliminary Eliminations from 1/16 to 1/2</li> </ul>
<b>Friday</b>	09:00hrs – 13:00hrs 13:00hrs – 17:00hrs 09:00hrs – 20:00hrs	<ul style="list-style-type: none"> <li>■ Team Elimination</li> <li>■ Practice range should still be open</li> <li>■ Transfer from qualification venue to final venue for setup, testing and rehearsals</li> </ul>
<b>Saturday</b>	09:00hrs – 12:00hrs 10:00hrs  <b>Morning Session</b> 11:00hrs – 13:00hrs  <b>Afternoon Session</b> 15:00hrs – 17:30hrs	<b>Finals Compound:</b> <ul style="list-style-type: none"> <li>■ Practice range at the qualification range should still be open</li> <li>■ Practice range open at the finals venue</li> <li>■ Team Women's/Men's Bronze, Gold matches</li> <li>■ Mixed Team Bronze, Gold matches</li> <li>■ Victory Ceremony</li> <li>■ Individual Women's/Men's Bronze, Gold matches</li> <li>■ Victory Ceremony</li> </ul>
<b>Sunday</b>	09:00hrs – 12:00hrs 10:00hrs  <b>Morning Session</b> 11:00hrs – 13:00hrs  <b>Afternoon Session</b> 15:00hrs – 17:30hrs	<b>Finals Recurve:</b> <ul style="list-style-type: none"> <li>■ Practice range at the qualification range should still be open</li> <li>■ Practice range open at the finals venue</li> <li>■ Team Women's/Men's Bronze, Gold matches</li> <li>■ Mixed Team Bronze, Gold matches</li> <li>■ Victory Ceremony</li> <li>■ Individual Women's/Men's Bronze, Gold matches</li> <li>■ Victory Ceremony</li> </ul>
<b>Monday</b>	Throughout the day	<ul style="list-style-type: none"> <li>■ Departure of teams and delegates</li> </ul>

- All competition schedule must be reviewed and approved by World Archery before publishing.

## Practice range and scheduling

- To establish the amount of required practice targets on a practice range, take the total number of athletes and divide by 8.
- If the event has a large amount of participants, a number of practice sessions might need arranged and time allocations give to each team or category.
- One or more practice ranges might need to be set up and maybe even located at other venues should one practice range not be large enough
- One target should also be setup at 30m for tuning when requested
- There should be 4-6 targets set at 5m, blank with no target face.
- Practice range should have targets placed at distances to be used in the competition
- Ensure there is shade for athletes and a supply of bottle drinking water
- Practice range and 5m warm up targets should be opened 30mins before competition and close 30 minutes after competition, except for finals. Some athletes may also wish to practice through the lunch breaks
- Finals Practice range should be opened 1 hour before the start of competition

## Typical World Archery Practice Schedule

Day	Suggested Practice Times	Competition Activity
<b>Sunday</b>	09:00hrs – 12:00hrs 14:00hrs – 17:00hrs	<ul style="list-style-type: none"> <li>■ Arrival of teams and delegates</li> <li>■ Registration, payments and accreditation</li> </ul>
<b>Monday</b>	09:00hrs – 12:00hrs 14:00hrs – 17:00hrs	<ul style="list-style-type: none"> <li>■ Arrival of teams and delegates</li> <li>■ Registration, payments and accreditation</li> </ul>
<b>Tuesday</b>	09:00hrs – 12:00hrs 14:00hrs – 17:00hrs During practice	<ul style="list-style-type: none"> <li>■ Official Practice (Counted as the first day of competition)</li> <li>■ Equipment inspection</li> </ul>
<b>Wednesday</b>	08:30hrs – 19:00hrs	<ul style="list-style-type: none"> <li>■ Qualification plus shoot offs</li> <li>■ Mixed team competition</li> </ul>
<b>Thursday</b>	08:30hrs – 19:00hrs	<ul style="list-style-type: none"> <li>■ Preliminary Eliminations 1/48 and 1/24</li> <li>■ Preliminary Eliminations from 1/16 to 1/2</li> </ul>
<b>Friday</b>	09:00hrs – 17:00hrs	<b>Team Elimination</b> <ul style="list-style-type: none"> <li>■ Transfer from qualification venue to final venue for setup, testing and rehearsals</li> </ul>
<b>Saturday</b>	09:00hrs – 12:00hrs	<b>Finals Compound:</b> <ul style="list-style-type: none"> <li>■ Practice range open at the finals venue</li> <li>■ Team, Mixed Team and individual medal matches followed by victory ceremonies</li> </ul>
<b>Sunday</b>		<b>Closed</b>



## Target layout file

An excel file is used to plan and illustrate the formation of targets on the field of play for each day and stage of the competition according to the entries and daylight available at the event venue. There are formula pre-programmed to assist in accurate timings and duration of each stage based on learning from previous events.

This document is used by the Chair of Judges, World Archery results team, Sports Presentation team and the field of play coordinator to instruct volunteers to arrange the targets and athlete/team names boards for each round.

## Below are examples of the target layout document

### For qualification and mixed team elimination

Qualification - All Categories + Mixed Team Eliminations										RW		RW+RM		Total		CW		CW+RM		Total									
										100	84	0	0	184	0	84	84	0	0	168	0								
7-Aug-14										100	84	0	0	184	0	84	84	0	0	168	0								
6-Aug-14										100	84	0	0	184	0	84	84	0	0	168	0								
Version 1.1 - Updated 06.08.2014 10:00:00										100	84	0	0	184	0	84	84	0	0	168	0								
08:30 - 12:15										PRACTICE & QUALIFICATION										PRACTICE & QUALIFICATION									
12:15 - 13:00										Lunch Break										Lunch Break									
										S-O if necessary										S-O if necessary									
										Move Targets 11:47 to 50m for CW + CM										Move Targets 11:47 to 50m for CW + CM									
										PRACTICE RW 3 Ends										PRACTICE CW 3 Ends									
13:00 - 16:45										PRACTICE & QUALIFICATION										PRACTICE & QUALIFICATION									
16:45 - 17:00										Prep for Elim										Prep for Elim									
										S-O if necessary										S-O if necessary									
										Move Targets 11:47 to 50m for CW + CM										Move Targets 11:47 to 50m for CW + CM									
										PRACTICE RW 3 Ends										PRACTICE CW 3 Ends									
17:00 - 17:25										PRACTICE										PRACTICE									
17:25 - 17:55										1/8 Elim										1/8 Elim									
17:55 - 18:25										1/4 Final										1/4 Final									
18:25 - 18:55										1/2 Final										1/2 Final									
										Move Targets 11:47 to 50m for RW + CM										Move Targets 11:47 to 50m for RW + CM									

### For individual preliminary elimination

Individual Eliminations - All Categories										RW		RW+RM		Total		CW		CW+RM		Total	
7-Aug-14										100	84	0	0	184	0	84	84	0	0	168	0
6-Aug-14										100	84	0	0	184	0	84	84	0	0	168	0
Version 1.1 - Updated 06.08.2014 10:00:00										100	84	0	0	184	0	84	84	0	0	168	0
50m										70m											
09:00 - 09:25 09:25 PRACTICE										09:00 - 09:25 PRACTICE											
09:25 - 10:05 09:40 1/48 Elim.										09:25 - 10:05 09:40 1/48 Elim.											
10:05 - 10:30 10:20 PRACTICE 5 ends CM										10:05 - 10:30 10:20 PRACTICE 5 ends CM											
10:30 - 11:10 10:40 1/48 Elim.										10:30 - 11:10 10:40 1/48 Elim.											
11:10 - 11:20 10:10 PRACTICE										11:10 - 11:20 10:10 PRACTICE											
11:20 - 12:00 10:40 1/24 Elim.										11:20 - 12:00 10:40 1/24 Elim.											
12:00 - 12:15 09:15										12:00 - 12:15 09:15											
Move Targets 11:59 to 50m for CW+CM										Move Targets 11:59 to 50m for CW+CM											
12:15 - 12:40 09:25 PRACTICE										12:15 - 12:40 09:25 PRACTICE											
12:40 - 13:20 09:40 1/24 Elim.										12:40 - 13:20 09:40 1/24 Elim.											
13:20 - 15:00 01:40 Lunch Break										13:20 - 15:00 01:40 Lunch Break											
50m										70m											
15:00 - 15:25 09:25 PRACTICE										15:00 - 15:25 09:25 PRACTICE											
15:25 - 16:05 09:40 1/16 Elim.										15:25 - 16:05 09:40 1/16 Elim.											
16:05 - 16:45 09:40 1/8 Elim.										16:05 - 16:45 09:40 1/8 Elim.											
16:45 - 17:25 09:40 1/4 Final 1 Anchor per Target										16:45 - 17:25 09:40 1/4 Final 1 Anchor per Target											
17:25 - 18:05 09:40 1/2 Final 1 Anchor per Target										17:25 - 18:05 09:40 1/2 Final 1 Anchor per Target											

## Example of the final competition schedule



### Archery World Cup 2014 Stage 4 - Wrocław (POL)

1.1 version updated 06.08.2014 10:00:00

#### Programme

Version 1.1 - Updated 06,08,2014 10:00:00

5-Aug-14		Official Practice + Equipment Inspection + TM Meeting	
9:00 - 12:00	3:00	Official Practice + Equipment Inspection - RW + RM	
12:00 - 14:00	2:00	Lunch Break	
14:00 - 17:00	3:00	Team Manager Meeting	
15:00 - 16:00	1:00	Official Practice + Equipment Inspection - CW + CM	
6-Aug-14		Qualification - All Categories + Mixed Team Eliminations	
8:30 - 12:15	3:45	RW + RM - 3 practice ends immediately followed by qualification	
12:15 - 13:00	0:45	Lunch Break	
13:00 - 16:45	3:45	CW + CM - 3 practice ends immediately followed by qualification	
16:45 - 17:00	0:15	Arrange Targets for Mixed Team Eliminations	
17:00 - 17:25	0:25	Practice - Mixed Teams	
17:25 - 17:55	0:30	1/8 Elimination - Mixed Teams	
17:55 - 18:25	0:30	1/4 Final - Mixed Teams	
18:25 - 18:55	0:30	1/2 Final - Mixed Teams	
7-Aug-14		Individual Eliminations - All Categories	
Individual Eliminations & 1/2 finals ( ALL Categories)			
9:00 - 9:25	0:25	Practice RM	
9:25 - 10:05	0:40	1/48 Elim RM	
10:05 - 10:30	0:25	Practice RW	
10:30 - 11:10	0:40	1/48 Elim CM + RW	
11:10 - 11:20	0:10	Practice RW + RM	
11:20 - 12:00	0:40	1/24 Elim RW + RM	
12:00 - 12:15	0:15	Arrange Targets for Compound Individual Eliminations	
12:15 - 12:40	0:25	Practice CW + CM	
12:40 - 13:20	0:40	1/24 Elim CW + CM	
13:20 - 15:00	1:40	Lunch Break	
15:00 - 15:25	0:25	Practice CW + CM + RW + RM	
15:25 - 16:05	0:40	1/16 Elim CW + CM + RW + RM	
16:05 - 16:45	0:40	1/8 Elim All Categories	
16:45 - 17:25	0:40	1/4 Final All Categories	
17:25 - 18:05	0:40	1/2 Final All Categories	
8-Aug-14		Team Eliminations - All Categories	
9:00 - 9:30	0:30	Practice CW-CM (only matches) + RM	
9:30 - 10:00	0:30	1/8 Elim CW-CM (only matches) + RM	
10:00 - 10:30	0:30	Practice RW	
10:30 - 11:00	0:30	1/8 Elim RW Practice CW-CM-RM	
11:00 - 11:30	0:30	1/4 Final All Categories	
11:30 - 12:00	0:30	1/2 Final All Categories	
9-Aug-14		Compound Finals (Medal Matches)	
Compound Teams			
11:00 - 11:24	0:24	BRONZE Team CW	
11:24 - 11:48	0:24	GOLD Team CW	
11:48 - 12:12	0:24	BRONZE Team CM	
12:12 - 12:36	0:24	GOLD Team CM	
12:36 - 13:00	0:24	Award Ceremony - CW+CM Team (2 Team Ceremonies)	
Lunch Break			
Compound Mixed Teams + Compound Individuals			
15:00 - 15:23	0:23	BRONZE Team CX	
15:23 - 15:46	0:23	GOLD Team CX	
15:46 - 16:03	0:17	BRONZE CW	
16:03 - 16:20	0:17	GOLD CW	
16:20 - 16:37	0:17	BRONZE CM	
16:37 - 16:54	0:17	GOLD CM	
16:54 - 17:30	0:36	Award Ceremony - CX Team + CW+CM (1 Team, 2 Individual Ceremonies)	
10-Aug-14		Recurve Finals (Medal Matches)	
Recurve Teams			
11:00 - 11:24	0:24	BRONZE Team RW	
11:24 - 11:48	0:24	GOLD Team RW	
11:48 - 12:12	0:24	BRONZE Team RM	
12:12 - 12:36	0:24	GOLD Team RM	
12:36 - 13:00	0:24	Award Ceremony - RW+RM Team (2 Team Ceremonies)	
Lunch Break			
Recurve Mixed Teams + Recurve Individuals			
15:00 - 15:23	0:23	BRONZE RX	
15:23 - 15:46	0:23	GOLD RX	
15:46 - 16:03	0:17	BRONZE RW	
16:03 - 16:20	0:17	GOLD RW	
16:20 - 16:37	0:17	BRONZE RM	
16:37 - 16:54	0:17	GOLD RM	
16:54 - 17:30	0:36	Award Ceremony - RX Team + RW+RM (1 Team, 2 Individual Ceremonies)	



KIA MOTORS



## DCAS (Detailed Competition Activity Schedule)

An effective method to accurately schedule and record all activities that are to happen for each session, day and the time they are to be performed by each functional area.

To assist in the understanding of what is to happen, could be happening, when, by whom and in what order activities are to happen.

It is important to remember that everyone should review the schedule but only one person should be responsible to amend the document and record each version and change.


## Please see below a section of a DCAS document to illustrate

LONDON 2012 OLYMPIC GAMES/[Archery] DCAS/COMPETITION [27/07/2012] DAY [0]						
Duration	Zero +/-	Time		Activity Description/TASK	Responsible Persons	Location
		Start	Finish			CODE
00:00	-4:00	05:00:00	05:00:00	Venue Opens	VGM LOGOG	LCG
00:00	-3:30	05:30:00	05:30:00	Arrival and Check-in / Paid Staff and Volunteers and collect radios	Services Manager	East Gate, Lord's Shop
00:00	-3:10	05:50:00	05:50:00	Medical Room Ready	Medical Officer	Medical Room
00:15	-3:15	05:45:00	06:00:00	Competition Management Meeting	Competition Manager	Competition Management Meeting Room (Grand Stand)
00:00	-3:00	06:00:00	06:00:00	Arrival and Check-in Volunteers	Services Manager	East Gate, Lord's Shop
00:15	-2:45	06:15:00	06:30:00	Sport Volunteer Meeting	Archery Services Manager	Volunteer Breakout Area (Mound Stand)
00:00	-2:30	06:30:00	06:30:00	Paid Staff and Volunteers begin to work	Archery Services Manager	Relevant Areas
00:00	-2:30	06:30:00	06:30:00	TO Lounge and Meeting Room Ready	TO Team Leader	Grand Stand
00:00	-2:30	06:30:00	06:30:00	Athlete Preparation Area Ready	Athlete Services Team Leader and Archery Technology Manager	Athletes Preparation Area
00:00	-2:30	06:30:00	06:30:00	Athlete Lounge Ready	Athlete Services Team Leader	Athletes Lounge
00:00	-2:30	06:30:00	06:30:00	Sport Information Desk at Lord's Ready	Sport Information Team Leader	Athletes Lounge
00:00	-2:30	06:30:00	06:30:00	Sport Equipment Ready	Sport Equipment Team Leader	Ranking Round/Training Field/DoS Stand
00:00	-2:30	06:30:00	06:30:00	Ranking Round/Training Field Ready & 10m warm up range	FoP Supervisor & FOP Team Members	Ranking Round/Training Field/DoS Stand
00:15	-2:15	06:45:00	07:00:00	Arrival of Male Athletes: Screening Area, Athlete Equipment Storage, Athlete Preparation Area, Ranking Round/Training Field	Athlete Services Team Leader/Sport Information Team Leader	North Gate, Nursery Pavilion then Athlete Preparation and Ranking Round Area
00:00	2:00	07:00:00	07:00:00	Arrival of ITO's/INTO's (Screening Area, TO Lounge, Ranking Round Field)	TO Team Leader	East Gate, then, TO Lounge in the Grand Stand
00:15	-2:00	07:00:00	07:15:00	ITO/INTO Daily Brief	Chairman of Judges and TO Team Leader	Grandstand, TO Lounge
00:00	-1:45	07:15:00	07:15:00	Results Processing System Ready	Archery Results Manager	OVR/PRD Ranking Round Field Results Room
00:00	-1:45	07:15:00	07:15:00	Anti-Doping Control Centre Ready	Anti-Doping Control Manager	Anti-Doping Room
00:00	-1:45	07:15:00	07:15:00	Olympic Family Areas and IF Offices, IF Presidents Office Ready	IF Services Team Leader and Protocol Manager	Pavilion and Grandstand
00:15	-1:45	07:15:00	07:30:00	Technical Equipment on Ranking Round/Training Field Ready	FoP Team Leader	Ranking Round/Training Field/DoS Stand
00:00	-1:30	07:30:00	07:30:00	DoS (Director of Shooting) Ready	DoS	Ranking Round/Training Field/DoS Stand
00:00	-1:30	07:30:00	07:30:00	ITO's/INTO's Ready	Archery Technical Operations Manager	Ranking Round/Training Field/DoS Stand
00:10	-1:10	07:50:00	08:00:00	Check Timing and PA System again	DoS and Archery Results Manager	DoS Stand
00:00	-1:05	07:55:00	07:55:00	Announce 5 min warming until practice commences	DOS and Sports Pres	Ranking Round
00:00	-1:02	07:58:00	07:58:00	Announce 2 min warming until practice commences	DOS and Sports Pres	Ranking Round
00:45	-1:00	08:00:00	08:45:00	Men's Ranking Round Warm-Up Practice Begins	DoS & TD	Ranking Round/Training Field/DoS Stand
00:15	-0:15	08:45:00	09:00:00	15 minutes comfort break for athletes and TO announced	DOS	Ranking Round Field
00:10	-0:15	08:45:00	08:55:00	During athlete comfort break: FoP Team Members replace practice target faces with new faces for competition	FoP Team Leader	Ranking Round/Training Field/DoS Stand
00:15	-0:15	08:45:00	09:00:00	ITO's/INTO's final checking of targets, target faces and the range is clear and safe	Chairman of Judges/Archery Tech Operations Manager	Ranking Round/Training Field/DoS Stand
00:00	-0:05	08:55:00	08:55:00	Announce 5 min warming until competition commences	DOS and Sports Pres	Ranking Round
00:00	-0:02	08:58:00	08:58:00	Announce 2 min warming until competition commences	DOS and Sports Pres	Ranking Round
00:50	30:00	09:50:00	09:50:00	Men's Ranking Round: 36 arrows at 70 meters	Session ARD1	Ranking Round

## Familiarisation:


- At the world cup final and archery events included in multi sporting events, such as the Olympic/Paralympic Games, a familiarisation day is expected to be scheduled. This enables all athletes to have an opportunity to practice on the main field of play to familiarise themselves with the environment, operations and conditions to be able to compete at their very best.
- It is usual to have four (4) targets positioned on the main field of play to be able to have eight (8) athletes practicing at once for 30mins, under the control of the director of shooting.
- Country alphabetical order has been used previously to organise the order of familiarisation and the date, time and sessions per team/athlete should be displayed in advance.
- All systems, devices and staff should be present and perform the roles they usually would be during competition.

Example of a familiarisation schedule:



Archery  
Tir à l'arc

**Venue familiarisation schedule**  
Programme de familiarisation  
avec le site



25 July 2012/25 juillet 2012

Start Début	Finish Fin	Warmup/Échauffement				Start Début	Finish Fin	Main field of play/Aire de compétition principale					
		Target assignment/Affectation de cible						Target assignment/Affectation de cible					
		Target number 1 Cible numéro 1	Target number 2 Cible numéro 2	Target number 3 Cible numéro 3	Target number 4 Cible numéro 4			Target number 1 Cible numéro 1	Target number 2 Cible numéro 2	Target number 3 Cible numéro 3	Target number 4 Cible numéro 4		
<b>Morning session/Séance du matin</b>										<b>Morning session/Séance du matin</b>			
08:30	09:00					09:00	09:30						
09:00	09:30					09:30	10:00						
09:30	10:00					10:00	10:30						
10:00	10:30					10:30	11:00						
10:30	11:00					11:00	11:30						
11:00	11:30					11:30	12:00						
11:30	12:00					12:00	12:30						
12:00	12:30					12:30	13:00						
<b>Afternoon session/Séance de l'après-midi</b>										<b>Afternoon session/Séance de l'après-midi</b>			
14:30	15:00					15:00	15:30						
15:00	15:30					15:30	16:00						
15:30	16:00					16:00	16:30						
16:00	16:30					16:30	17:00						
16:30	17:00					17:00	17:30						
17:00	17:30					17:30	18:00						
17:30	18:00					18:00	18:30						
18:00	18:30					18:30	19:00						

**Note:** 1 Two athletes per target shoot at the same time.  
2 For better protection of the grass, please arrange for a member of your team to be an agent to collect your arrows. If this is not possible, please inform us and we will arrange for one of our volunteers to collect your arrows.

**Note:** 1 Deux athlètes par cible tirent en même temps.  
2 Afin de préserver l'herbe du terrain, merci de demander à un membre de votre équipe de ramasser vos flèches. Si cela n'est pas possible, nous demanderons à l'un de nos bénévoles de les ramasser.



## Rehearsals

For complete success in delivering the finals at an event, it is strongly advised and expected that rehearsals be staged on the finals main field of play. Rehearsals should have all operation staff to practice their roles, test equipment and confirm operations ready for the live event. Example of a full broadcast rehearsal: -

### Required to participate

- Athlete Marshals
- Field of Play team
- Six (6) athletes (not participating in the competition or from nations having been eliminated) to be marshalled from the warm up range to the main field of play
- Scorers
- Arrow runners and arrow holders
- Chair of judges
- All judges (international and national)
- DOS (Director of Judges)
- Technical Delegate
- World Archery Event Director/Manager
- Competition Manager and Technical Operations Manager
- Sports Presentation Team (Show Director and Announcers)
- Results Team
- Arrow Spotters
- Venue Media and Photo Manager to trial photo positions
- Venue press operations of the athlete mixed zone
- Broadcast and TV Director
- Anti-Doping and Chaperones
- Event and Spectator Services
- Victory Ceremony Team and logistics for podium installation

### Aim of the rehearsal

- To simulate a day of competition on the finals range
- Perform both individual and team matches and shoot offs
- Shooting arrows on the main field of play
- Practice movement and coordination of athletes from the warm up range to the main field of play
- Entry onto the main field of play by athletes, officials and coaches
- Familiarise scoring procedure/scorecard recording for scorer and target judge both in the blind and at the target
- Spotter, results and scoreboard operations
- Transporting the completed scorecard of the match to the results verifier
- Escorting athlete agents to the scoring room
- Arrow collectors and the agreed route for arrow retrieval
- Target face changing and change of the whole target should circumstances arise
- Access control points on and around the main field of play
- Event Services to discuss and establish the position in and around the main Field of Play

- Establish photography and camera positions
- Complete Victory Ceremonies operation

## Timetable

- Rehearsal schedule to be completed and distributed 1 week prior
- Schedule the date, time and location of the meeting point
- Define who is responsible for running the rehearsal and for that person to brief all participant before the rehearsal starts and when it has finished
- Rehearsal athletes to arrive at the warm up range for warm up 1 hour before
- Time when the marshals will bring the first set of rehearsal athletes through the route from the warm up range, athlete holding area and to the main field of play athlete entrance sharp at an agreed time, i.e. 14:00hrs

## Functional Area Operations for the competition schedule

### Results Team

- Collate and verify the results for each stage and release the new competition elimination brackets and target allocation for judges and sports presentation to coordinate with the announcers and Director of Shooting
- Operate the live scoring and competition scheduling on the website for all to be up to date on the results and schedule of the competition
- Operation and maintenance of the time and scoring devices of the qualification and finals ranges

### Chair of judges

- Oversee that the competition operates fairly and to the regulations of World Archery
- Schedule officials to perform the roles of target and line judges of each match and stage of the competition

### Show Director with the DOS

- Coordinate the delivery of competition schedule to ensure, with television, that all happens as a when it is scheduled
- Adjust the competition schedule as and when necessary for any technical failures, competition delays as they arise or if TV need more time
- Manage and instruct announcers perform announcements, such as break/pauses to be given, countdown warnings to the start of the session, who is to participate and on what target
- Instruct the athlete marshals, the DOS and announcers to execute their role related to the show on the main field of play

### DOS (Director of Shooting)

- Operate the timing and signalling devices to permit shooting on the range as and when is safe and the Show Director instructs to do so

### Athlete Marshal

- Collect the correct athlete/teams to participate in the match and move them in good time from the practice range/ warm up range to arrive at the edge of the main field of play athlete entrance, ready for the Show Director's instruction to enter the main FOP for the match

### Volunteers

- Install and remove athlete name boards in front of the shooting line in accordance to the target layout, competition schedule and outcome of the matches
- Transport scoring devices to the athletes or athlete agents to perform scoring

### TV Floor Manager and TV Director

- To keep the TV schedule and competition schedule in sequence with each other and have close operation and instruction with the Show Director in when to pause and proceed with competition

### Check List

- ☐ Are the competition and practice dates for the event confirmed and agreed with World Archery?
- ☐ Has this event been registered and awarded World Ranking and World Record Status by World Archery?
- ☐ Has a preliminary programme of the daily competition activities been sent to the World Archery Event Director for approval?
- ☐ Have journey times between the hotel and venues been recorded in peak and off peak times to measure what impact might happen on the competition schedule and transport schedules?
- ☐ Will lunch for all accredited personnel be at the venue or hotel and is there enough time scheduled between sessions to accommodate this?
- ☐ To understand what is the latest time the competition schedule can operate until, what are the sunrise and sunset times during the event to establish the amount of daylight hours there are on the venue (s)?
- ☐ If the event is being hosted in a very hot location, are there times of the day that competition should be avoid to be more comfortable for athletes, spectators and production staff?
- ☐ Is the path of the rising and setting of the sun known to understand what shadows will be cast on the field of play for media and TV broadcasting?
- ☐ What shooting format is permitted for the event being hosted? For example, three (3) athletes to a target with shooting A-B-C format (single shooting line no rotation) or four (4) athletes to a target shooting AB-CD format (a shooting line that rotates twice before arrow retrieval and scoring)?
- ☐ Have measurements been collected for the qualification and preliminary elimination fields to be known—how many targets can fit on the field of play and how many athletes per target. In addition, how much space will be given to each athlete for their shooting position on the shooting line i.e. 1m or more? Refer to the World Archery rule book for permitted measurements and the requirements for World Ranking tournaments.
- ☐ Are there enough practice targets for athletes? A good guideline is to take the total number of athletes for the event and divide by eight (8).
- ☐ Has the target layout Excel document been received from World Archery and used to help plan the quantity of targets required for the qualification and preliminary eliminations? An example of this document is illustrated earlier in this section. To get the benefit of this exercise, please use the participation numbers from the previous event for each category. Repeat the exercise once the preliminary entries and final entries have been received for the event.
- ☐ Do sessions and elimination match times start either on the hour, 15 minutes, 30minutes or 45minutes past the hour for ease of understanding by media, broadcasting and spectators but also promoting live streaming?
- ☐ Have the correct number of practice ends for athletes on the qualification and preliminary elimination field of play been scheduled for the beginning of the session and/or when a new category/bow discipline starts the elimination phase of the tournament?
- ☐ Is the 1/16<sup>th</sup> elimination round scheduled to begin in a new session or day in order to prevent the top 8 ranked athletes coming into their matches cold and facing an opponent that has already just won two consecutive matches?
- ☐ Has there been enough time allocated for shoot offs to decide final qualification ranking positions of matches that are tied?
- ☐ Has World Archery given the schedule in which the finals matches for compound and recurve should be listed and the session times for these two days according to global distribution demands?

- ☐ Does the local TV Company have special requests for the order and times of the finals matches? If yes, what are they and has the World Archery Event Director been informed immediately?
- ☐ Have those responsible for the event venue, cleaning, catering, ticketing, event services and transport functional areas been given the latest/updated versions of the competition schedule to be able to plan and create the catering and transport times for the event?
- ☐ Do all competition schedule documents have the event title, event dates/times, event logo, World Archery logo, sponsor logos, and a version number referenced on them?
- ☐ Has the final competition schedule, before athlete/team event registration, been published on the event and World Archery website one (1) week prior to Official Practice?
- ☐ Has the competition schedule, target layout been updated and distributed with the athlete/team participant names and numbers after the completion of the registration and accreditation process?
- ☐ If live streaming preliminary eliminations, have the World Archery Events Director, Results Manager and Media Communications Manager been informed?
- ☐ If live streaming preliminary eliminations, which matches (individual or team) are to be showcased separately for online viewers to watch?
- ☐ Has the Chair of Judges, Sports Presentation Show Director and World Archery Results Manager and Field of Play volunteers been informed of the streamed matches to coordinate announcements, judges, scoring devices and to move the athlete/team name boards in front of the shooting line so that athletes prepare themselves/set up at the correct targets?
- ☐ For competition manager/sport managers organising archery at a multi sporting event/Games, has the competition schedule been approved by World Archery and when to schedule the matches of the top athletes for each session?
- ☐ Has it been established who requires the competition schedule, how will it be distributed and how to record that the distribution has been done successfully to the necessary people to receive the competition schedule? For example, athletes, coaches, team managers, judges, media, TV broadcasting, sports presentation show director, spectators, VIPs, catering and transport.
- ☐ Has the latest competition schedule been put on the event information boards at the hotel lobby and venues?
- ☐ When and where is team registration for participating teams for the World Archery results team to double check that the data entered in WAREOS by the Member Associations is correct, such as, athlete name, date of birth, category and bow discipline?
- ☐ Is there clear signage around the venue indicating the Wi-Fi access code for coaches, officials and spectators to log on and view live results and competition schedules?
- ☐ Who from the local organising committee will collect on a daily basis, the result reports and schedules to be copied and distributed to the teams' pigeon boxes, officials, broadcasting and media?
- ☐ Catering and transport services match the competition and practice schedules?
- ☐ Can catering and transport services be flexible in situations of competition delay or early finishing, if so, how does that process work?
- ☐ For the finals venue and days, is the practice range open for use one (1) hour before the start of competition and are staff and transport operational before to cater for athlete warm up and practice?
- ☐ Is the practice range open for all athletes on Friday afternoon (before finals) and on the Saturday morning (the first day of finals). In addition, has separate transportation and meals for those practicing been considered?
- ☐ There is no shooting line rotation for disabled athletes competing in Para Archery or able bodied events?
- ☐ Does everyone in the local organising committee have the opportunity to review the competition schedule and detailed competition schedule and propose changes?
- ☐ Is there only one person in the organising committee responsible for amending the competition schedule, detailed competition schedule and recording each change and creating a new version for distribution?



## Notes

First establish:

- Travelling times between the hotel and venue
- If lunch is to be served is it at the venue or at the hotel
- Amount of daylight hours (sunrise and sunset)
- Always account for shoot offs and changing between disciplines on the field of play
- TV broadcasting demands
- Sessions should start on the hour, quarter past or quarter to the hour or half past the hour for ease of promotion to media, broadcasting and spectators
- Journey/walking times between the main field of play to the warm up and practice ranges

### For target events, first establish

- The size of the qualification venue in metres
- Competition format single shooting line (three (3) athletes per target shooting ABC format) or double shooting line (four (4) athletes per target shooting AB – CD format)
- How many targets will be used i.e. 75 or 80 targets (minimum 64)
- How much space on the shooting line per athlete such as 1m. Please refer to the World Archery rule book and the World Ranking requirements for the minimum
- Number of athletes in each category and amount of targets/shooting positions for each

Remember, disabled athletes require more space on the shooting line and only shoot ABC format for qualification, no rotation. If a disabled athlete is competing in a non-disabled event there is no rotation on their shooting position with another athlete as they remain on the shooting line.

The final days for World Cups, World Cup Final, World Championship Indoor and Outdoor have been confirmed and agreed with World Archery and the broadcasting distributors. Should a host broadcaster or local organiser wish to change the order and times of the finals, please discuss with World Archery immediately

For outdoor target archery, the athletes that are ranked in the top eight (8) after qualification receive a bye to the round of 1/16 in the preliminary elimination phase. This means the top eight (8) athletes do not compete in the round of 1/48 and 1/24 elimination. For the top eight (8) athletes not to be disadvantaged and compete against their opponent cold, the round of 1/16 elimination must start in a new session or day for a sufficient break to be between the round of 1/24 and 1/16.

At multi sporting event, all preliminary eliminations are conducted on the main field of play before the finals to allow spectators the opportunity to see all matches. The order for some of the top ranking athletes and local athletes might be rescheduled at a more convenient time for spectators and television demands. There should also be enough break scheduled between sessions to clear spectators from the first session to the second session and for production staff sufficient break.

At multi sporting events, the date and time of the opening ceremony might have to be considered when creating the archery competition schedule. For example, start competition a little later the following day to allow athletes the opportunity to attend the ceremony. In addition, if competition or official practice is on the day of the opening ceremony, start and finished times will need to be considered to allow sufficient time for athletes to return to accommodation from the competition venue, prepare for the opening ceremony and then travel to the venue of the opening ceremony.

## 1.5 LOCAL ORGANISING COMMITTEE STRUCTURE

The Organisers' Event Manual has been designed in small concise sections with checklists to assist local organising committees to work through each section with their team members for successful event delivery.

Recommended that the head of the local organising committee recruits a person responsible for each functional area. Depending on the abilities of the team members recruited, it is possible for a person to be given several areas of responsibility.

The head of each functional area is responsible for the smooth operation and that they have all the personnel, resources and equipment needed to be able to deliver what the event requires. Therefore, the head of each functional area should review the relevant sections and checklists within the manual considering the following:

- Considering what is relevant/applicable to the functional area they are delivering considering the level of the event.
- Taking ownership, making decisions and acting on outcomes of those decisions.
  - Keeping record of the progress in the status of work for each of the items listed in the checklist such as, who within the team is delivering and agree the completion date.
- Share information with other functional area heads on matters they should be aware of or exchanging information that may impact delivery in either area.
- Escalate matters to other members of the organising committee, such as:
  - a) Delay in progress and/or risks in delivery not happening.
  - b) A need for increases in budget, resources or personnel.
  - c) Effects on a particular functional area as a result of a decision being made by the organising committee.

Remember, any decision or change that takes place in one functional area will have an impact on other functional areas. How will this decision change be passed onto other functional areas, by whom and when?

For the head of the organising committee to be able to keep track on the progress, status of each functional area and make the best decision, there should be regular short group meetings with all the heads of the functional areas. Effective, specific short meetings across and between all functional areas should be standard practice.

Conflicts between functional areas and external organisations can be avoided with clear communication, sharing information and keeping all informed from the very beginning. Agree the objectives, ownership, how and when tasks are to be delivered.

The final local organising committee structure, allocation of responsibilities and ownership is something to be decided internally after identifying the strengths of each staff member within the committee.

Job titles and areas of responsibilities for each role are supplied below.

### Local Organising Committee/Executive Board

- Liaise and advise the Event Manager/Director throughout the event
- Review and complete event bid document
- Protect the event bid objectives and level of service agreements
- Review and monitor finances
- Monitor event progress
- Evaluate, discuss and make decisions on escalated issues that risk event delivery

### Event Manager/Director

- Manage the event budget
- Liaise with the Executive Board, Venue Manager, Finance Manager, Legal representative, World Archery Technical Delegate, World Archery Event Director and any external organisations such as, local government

- Manage and supervise the Services Manager, Technical Operations Manager, Communications Manager and Sponsorship Manager
- Project and time management on event delivery in accordance to the Organiser's Agreement, Bid Document, and technical aspects of the World Archery Rules Book and Event Organisers' Manual
- Oversee and project manage the progress of all functional areas delivery
- Liaise with the National Governing Body (NGB) on legacy and development plans for archery after the event
- Oversee and approve all media activities
- Oversee and approve venue layout, build and competition activities
- Supervise and approve budget expenditure
- Review and approve all event safety, security and contingency planning
- Provide crucial and effective crisis management and decision making
- Ensure service levels and expectations are met

### **World Archery Technical Delegate/Event Director**

- Setting up and executing the Organisers Agreement
- Conduct technical inspection visits and workshops in event delivery with LOC
- Assist the LOC in event documentation such as the invitation package, competition schedule and team managers' booklet
- Review Competition Schedule
- Review venue layout, competition, warm up and practice areas
- Rules, regulations and technical aspects of the event are delivered to a satisfactory level according to the World Archery rule book and Organisers' Event Manual.
- Project Management
- Present all technical aspects in the Team Managers Meeting
- Appoint the Jury of Appeal
- Assist in the coordination of TV operations
- Work in cooperation with the Chairman of Judges
- Ensure the wellbeing of the World Archery team such as, Sport Presentation, World Archery TV, Results, timing and scoring, Secretary General and President
- Ensure the wellbeing of athletes, athlete officials, anti-doping officer and technical officials

### **Venue Manager (Generally an external member of the committee)**

- Power, and general utilities such as water, toilets, lighting, heating etc. for the venue and feeding to the event location
- Cleaning and waste management of the venue
- Catering if the venue has an existing catering area
- Maintenance and overall duty of care for the venue
- Supervise overlay, installation of the event, look and feel of the venue
- Venue safety and security
- Health and Safety, evacuation procedures and fire and venue threat prevention
- Furniture, fittings and equipment (chairs, tables, IT equipment)
- Local Government and community interaction should the event be large enough to have an impact on the local community/environment
- Security and spectator services if the venue has existing facilities
- Logistics and deliveries to the venue

- Any external contractors to maintain the venue upkeep
- Existing IT (information technology) facilities/devices
- Oversee venue look and feel
- Maintaining positive local community relations

### **Services Manager**

- Supervise the smooth operation of transport, catering and accommodation for the event
- Develop the strategy and manage the process for identifying, recruiting and training volunteers
- Ensure the comfort and services of all client groups during the event
- Manage help and information desks for the event in the timely distribution of results, competition, transport and training schedules
- Coordinate and oversee the general administration for the event

### **Transport Coordinator**

- Create transport schedules for all client groups
- Manage and coordinate all drivers and vehicles for the duration of the event in the safe transportation of client groups and their luggage
- Select and recruit appropriate vehicles and quantity of vehicles for the client groups and their luggage/sports equipment
- Design effective routes between venues and hotels
- Decide appropriate drop off and pick up points at event hotels and venues
- Coordinate 'meet and greet' and airport transfers
- Ensure the appropriate safety driving insurances and safety measures are met
- Handle any ad hoc transport requests, such as returning an athlete and their team representative to their hotel after competition drug testing

### **Accommodation Coordinator**

- Assess and select suitable hotel accommodation for all client groups and budgets
- Negotiate hotel rates, services and meals for the event
- Arrange hotel reservations according to the events participants and attendees
- Resolve any accommodation and service issues quickly with the hotel as required

### **Athlete Services**

- Greet athletes, coaches and team managers on arrival and direct them to the appropriate locations
- Assist participating athletes in ensuring a comfortable stay
- Ensure lounges, athlete spaces and rooms are clean and appropriately stocked
- Ensure all IF personnel receive the necessary accreditation access and event information
- Arrange the necessary event information is conveniently displayed and distributed regarding catering, transport, results, training, practice, and competition schedules

### **Results and Information Distribution**

- Assist the World Archery Results Team in the operation of results and generation of the competition start list.
- Supervise the creation and distribution of event information to all client groups
- Manage the receipt of any team nomination forms, para archery classification results, booking system for training sessions and ordering lunches for the team

## **Accreditation Operations**

- Assist the World Archery Results Team in the generation and distribution of event accreditation for all clients groups
- Establish the accreditation zones on the venue and personnel access rights

## **Medical Operations**

- Ensure the necessary spaces and requirements are met for the medical team to operate effectively at the event
- Assist the medical team as and when required for smooth operation and successful medical support to the event

## **IF Services Coordinator**

- Greet IF staff and officials on arrival and direct them to the appropriate locations
- Assist the IF in ensuring a comfortable stay in a foreign location
- Ensure lounges, meeting rooms and offices are clean and appropriately stocked
- Ensure all IF personnel receive the necessary accreditation access and event information
- Arrange the necessary transport, catering, venue access and accommodation with the LOC team members

## **Administration Operations**

- Supervision and delivery of general administrative tasks
- Supervise staff training, scheduling, meal provision, transport, uniforms and accreditation distribution
- Assist in the creation and maintenance of event documentation such as competition, training and transportation schedules

## **Ticketing Distribution**

- Devise and execute with the Marketing and Promotions Manager a successful ticketing strategy
- Manage the systems, creation and distribution of tickets for all client groups
- Coordinate the necessary spaces, equipment and staff to operate a ticketing booth
- Ability to resolve any ticketing issues as and when they arise
- Be able to provide feedback and evaluation on ticket distribution methods used

## **Sports Presentation**

- Work with the competition and TV schedules to ensure the event activities operate on time and as expected
- Scope the necessary equipment and correct placement on the venue to perform announcements and coordination of music
- Supervise and coordinate announcing to athletes and spectators
- Follow protocols for athlete/team entrances, announcing and victory ceremonies, in particular anthems and athlete/team pronunciation
- Coordinate appropriate music for the event and location

## **Spectator Services**

- Coordinate with the catering manager the catering facilities for spectators
- Ensure the necessary space, facilities, way finding and signage for spectators to move around the venue safely
- Coordinate effective event distribution and communication for spectators on the event such as, spectator guides and competition schedules

- Coordinate spectator routes around the venue and position information desks and areas to report for lost property, lost children and general enquires
- Operate with security spectator wellbeing, egress/ingress, seating bowl changes between sessions and venue evacuation procedures
- Manage a team to provide effective spectator guidance to find their seat and cater for any special assistance for elderly or disabled spectators

### **Try Archery Activities**

- Coordinate the necessary spaces and equipment for the try archery activity
- Recruit and supervise coaches with the required coaching qualification, experience and valid membership to provide archery instruction safely to the general public
- Arrange accreditation, meals, uniform and venue training to the try archery team
- Oversee the legacy plans for the general public to continue their interest in archery through their local clubs

### **Uniform Distribution**

- Assess the most effective, practical and comfortable clothing suitable for event personnel to perform their roles
- Coordinate the space required and stock of uniform items to operate effective uniform distribution
- Manage the collection of sizes for those that require a uniform
- Supervise the ordering process and stock levels of uniform items

### **Volunteer Operations**

- Assist the Services Manager in recruiting, selecting and training of event volunteers
- Welcome, schedule and supervise volunteers to ensure a positive volunteering experience is had
- Establish what areas and roles require volunteers
- Assist in arranging the necessary accreditation, meals, information packs and uniform collation and distribution for all volunteers

### **Protocol Coordinator**

- Ensure that all VIP areas are clean, appropriately stocked and operational
- Greet and manage the wellbeing of all VIPs and invited guests to the venue and VIP areas
- Arrange the necessary transport, catering, venue access and accommodation with the LOC team members
- Assist the World Archery representative in the selection and operation of VIPs and ceremony presenters
- Organise the provision of national flags and the correct way to fly them in the venue

### **Ceremony Operations**

- Recruit, train and manage the six (6) volunteers that will perform as medal bearers, athlete and VIP escorts
- Cooperate with the World Archery, Show Director, Announcer and World Archery representative in executing the ceremony scripts
- Assist the World Archery representative in the gathering of VIPs and ceremony presenters in time to perform the ceremony
- Ensure the necessary spaces required for conducting victory ceremonies are sufficient for operation
- Manage in cooperation with World Archery the rehearsals and actual victory ceremonies in accordance to World Archery protocols

- Order and arrange the items necessary for the victory ceremony such as medals, presentation trays, cushions, trophies, cheques and flowers etc.

### **Finance Manager**

- Manage the event budget with the Executive Board and Event Manager
- Execute the successful operation of athlete registration and payments
- Create, distribute and process accurately the events invoices
- Supervise the correct handling of cash
- Manage all correct and timely payments

### **Technical Operations Manager**

- Ensure the FoP, practice areas and venue operations comply to World Archery rules and cater to the needs of the event and its participants
- Oversee and manage a team to assist World Archery execute the competition schedule smoothly
- In conjunction and agreement with the event manager, liaise and consult with World Archery Technical Delegates on matters relating to the preparations of the competition and any issues as they arise.
- Develop and manage the process and collaboration with the national federation in identifying, recruiting and training national technical officials. Lead on NTO issues such as, preparation and evaluation.
- Ensure all sports equipment comply with the requirements of World Archery, supervising the purchasing, maintenance, distribution and installation of the equipment at the venue in a timely manner
- Oversee all matters concerning to the FoP, training and warm up areas, including coordination with Sports Presentation, Medical and Anti-Doping staff
- Liaise with external providers for sports presentation, results, timing and scoring to ensure operation complies with World Archery rules and regulations
- Be familiar with World Archery rules, contingency plans and train the event team to be able to follow these rules and procedures.
- Work with the Technical Delegate and ITOs to create procedures in the prevention and management of FoP incursion

### **FOP, Training and warm up Coordinator**

- Train, manage and motivate the FoP volunteers
- Liaise closely with the Technical Operations Manager, Technical Delegate and Event Manager to construct and ensure the smooth running of the FoP, training and practice ranges
- Coordinate all entrances and exit routes to/from the FoP, training areas for all athletes, coaches and officials are clear and well marshalled
- Ensure the FoP and training ranges are maintained to a high standard and operational for the duration of the event

### **Look and Feel**

- Plan and design how the venue, FoP, training and warm up areas should be dressed in consultation with the Event Manager and Technical Operations Manager
- Execute World Archery and local sponsor branding positions in the venue and competitions areas in cooperation with the Sponsorships Manager
- Implement and install the look and feel items on sport equipment, the venue and additional overlay
- Maintain the condition of the look and feel items on venue
- Conduct timely installation and de-installation schedules of look and feel items

## Sports Equipment Operations

- With the Technical Operations Manager and FOP Coordinator, to order the correct sports equipment according to the event needs and World Archery rules and regulations
- Operate controls and processes to store securely and maintain the condition of all sports equipment
- Manage the distribution and return of all sports equipment during the event

## Logistics Coordinator

- Manage and maintain all storage areas on venue
- Work in collaboration with security, venue management and the event manager to operate logistic operations between all external parties and the venue
- Manage all deliveries and collections of various shipments for the event
- Coordinate the issuing and retrieving of items used by the functional areas for the event

## ITO and NTO Services

- Greet event officials on arrival and direct them to the appropriate locations
- Assist officials in ensuring a comfortable stay and positive experience
- Ensure lounges, meeting rooms and offices are clean and appropriately stocked
- Ensure all officials receive the necessary accreditation access, event information and uniform
- Arrange the necessary transport, catering, venue access and accommodation with the LOC team members

## Anti-Doping Operations

- Ensure the necessary spaces and requirements are met for the anti-doping team to operate effectively at the event
- Assist the anti-doping team as and when required for smooth operation and successful drug testing at the event

## Communications Manager

- Develop and implement the media plan for the event
- Arrange press conferences, press releases, press introduction activities
- Invite and host all local media to the event (press, photographers and TV)
- Coordinate with the World Archery Communications Manager all the events media activities
- Organise and provide all the necessary facilities, such as, mixed zones, photography positions, camera positions, written press activities and media centre
- Facilitate and be the point of call for all media requests for the event
- Create and execute social media operations (website, Facebook, twitter etc.)
- Coordinate with World Archery Communications Manager social media operations
- Work with the World Archery guidelines, logos, and athlete biographies
- Arrange a welcome and information desk to register visiting media, distribute accreditation and provide event information such as competition schedules, start list and results.

## Event Website Operations

- Design, create and maintain the local organisers event website
- Ensure to inform and update World Archery on all links and website activities to be in line with the World Archery website
- Provide translation assistance if required
- Assist World Archery in making it possible for live coverage of the event on [www.worldarchery.org](http://www.worldarchery.org) including live results, photos, text updates, live audio and video if required



## **Social Media Activities**

- Manage and maintain the safe operation of local social media on the event
- Ensure to inform and update World Archery on all links and social media activities to be in line with the social media activities of World Archery
- Provide translation assistance if required
- Assist World Archery in the updates of Facebook, twitter and You Tube

## **Photographer Operations**

- Coordinate the advanced and on the day registering of visiting Photographers
- Establish with the World Archery the photography positions on the FoP
- Greet photographers and press on arrival and direct them to the appropriate locations
- Assist photographers and press ensuring a comfortable stay and positive experience
- Ensure lounges, meeting rooms and offices are clean and appropriately stocked
- Ensure all photographers receive the necessary accreditation access, event information and photography bibs

## **Local Press and Media Relations**

- Coordinate the advanced and on the day registering of visiting press and media
- Greet press and media on arrival and direct them to the appropriate locations
- Assist press and media ensuring a comfortable stay and positive experience
- Ensure lounges, meeting rooms and offices are clean and appropriately stocked
- Ensure all press and media receive the necessary accreditation access, event information and media bibs

## **Local Broadcasting Operations**

- Coordinate the advanced and on the day registering of visiting broadcasters
- Consult and inform World Archery of any visiting and local broadcasters wishing to attend the event.
- Coordinate all broadcasting operations through World Archery TV
- Greet visiting broadcasters on arrival and direct them to the appropriate locations
- Assist visiting broadcasters ensuring a comfortable stay and positive experience
- Ensure lounges, meeting rooms and offices are clean and appropriately stocked
- Ensure all visiting broadcasters receive the necessary accreditation access, event information and TV bibs

## **Sponsorship Manager**

- Identify, recruit and manage all sponsorship opportunities for the event
- Establish the contracts, services and financial assets to be granted to the event from the sponsors
- Establish sponsor expectations, common values and develop to maintain and maximise relations
- Evaluate sponsor involvement and partnership for future collaboration
- Supervise the planning and design of the merchandise items and the shop
- Supervise the planning and design of the look and feel for the venue
- Arrange the positioning of World Archery and local sponsor branding in the venue and competitions areas

## Marketing and Promotions

- Identify target audiences and their demographics to create a successful methods of communication
- Create and implement a marketing and promotes activity plan to promote and advertise the event sufficiently
- Establish methods of promotion and distribution of affordable ticketing
- Develop a brand for the event and manage the guidelines
- Supervise and implement the World Archery brand and logo according to the World Archery guidelines

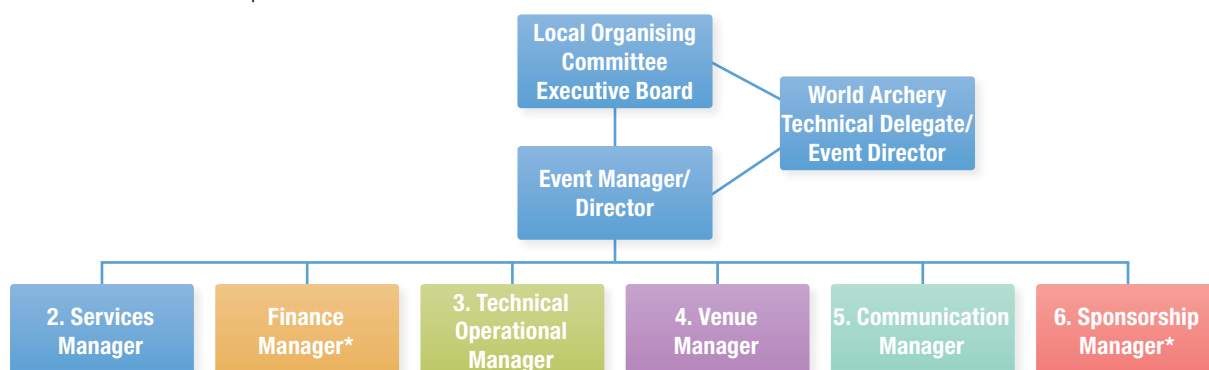
## Merchandise

- Coordinate the logistics for stock items, position and installation of the merchandise shop
- Manage the ordering and stock control of merchandise items
- Manage the merchandise shop and welcome the general public
- Conduct basic accounting and handling of cash accurately

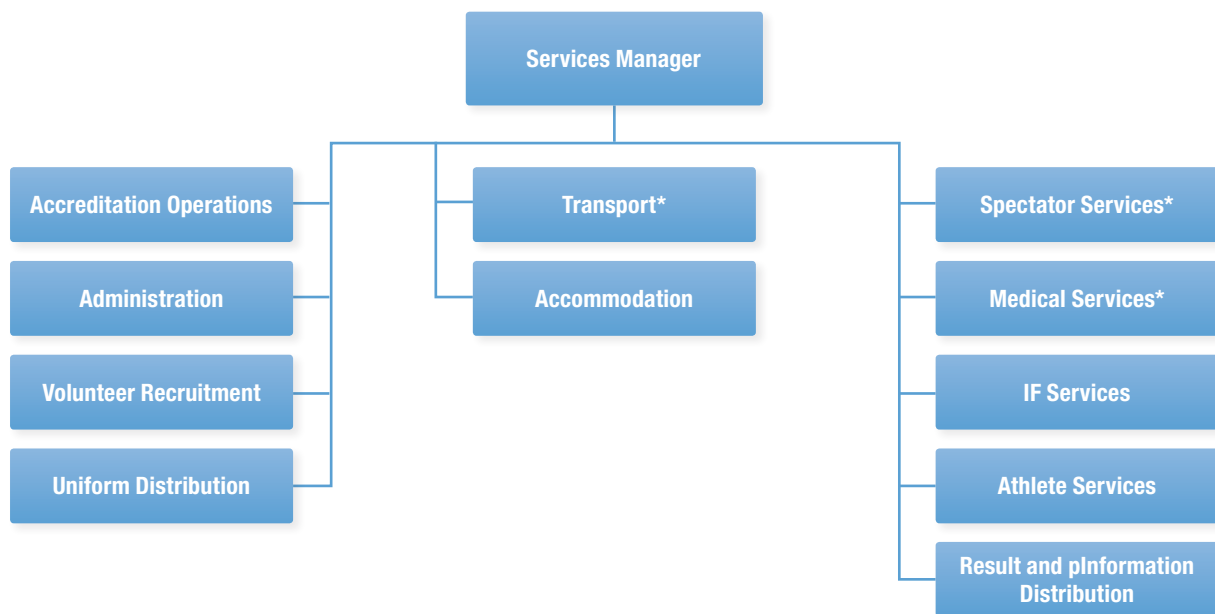
### 1.5.1 Staff Structure

Organisational structures in this section, have boxes that represent a task/area of responsibility for the event. The organisation structure is unique to each committee and should be agreed internally based on the abilities of the staff recruited.

Please see below examples:



\* can be a contractor



\* can be a contractor

### 1.5.2 Volunteer Management

It is often said and proven that volunteers make events possible with their enthusiasm, varied skills, kind attention and the endless energy they bring giving all those that attend the event a positive memorable experience.

However, be mindful in how many volunteers are recruited as they are not for free. Volunteers require careful management, supervision, quality training, accreditation, uniform and a meal plan. Therefore, sufficient budget and time is needed to be taken when recruiting volunteers.

#### Quantity

- Perform the “dot planning” exercise where each functional area has a venue map/plan to represent the event/venue during peak time and can place physical dots to represent a person/volunteer to fill a functional need for the event. This also helps to identify what areas of the event/venue are being catered for by each functional area.
- Check if there are any local legislation on the minimum age a volunteer must be, the permitted hours of work, type of roles a volunteer can perform and the level of conditions that must be provided.

#### Sources for volunteers

- Local organising committee members that have friends and relatives
- Local, national or foreign archery clubs and teams
- Local community groups, scouts, girl guides, young military groups, military or other established/organised volunteer groups
- Personnel from the venue
- Local residents
- Schools, colleges and universities

## Recruitment Plan

- Start 1 year in advance to allow sufficient time for potential volunteers to plan their time away from family and work to volunteer at the event. This time also allows enough time for the local organising committee to select, allocate volunteers to a suitable role and train them before the event.
- Identify the methods of launching the recruitment campaign, through social media, website, exhibiting at prior archery events or local functions.

## Selection

- Identify the gaps and roles needed for volunteers to perform
- Highlight the core skills for each role
- Match the volunteers skills to the profile of the role
- Evaluate the desire and motivation of the volunteer and that it matches that of the organisation, otherwise, it will have a negative impact on the event.
- Compile a spreadsheet with Last Name, First Name, Position, dates/times available and contact details (telephone and email).

## Training and Orientation

- Remember, volunteers are the last team members to join a local organising committee before they perform their role, so take the time to select and train them with seminars and presentations.
- Provide an information pack with maps, sport inform and contact list
- Mention the goals, objectives and reason for staging the event.
- Some roles may need specific training for volunteer success.
- Do not assume all volunteers know archery or are up to date on the format/rules of the event.
- Provide a tour around the venue and opportunities to meet the team.
- Make sure that all volunteers are aware of how to be safe at the event during their role, fire evacuation routes and how to raise alarm/report an incident.
- Make it clear social media activities, posting photos and comments regarding the event is not permitted on personal social media accounts disclosing information about the event or photos of athletes, coaches, officials and another member of the organising committee at the event.

## Rostering

- Try to avoid volunteers working more than 8 consecutive hours per day and make sure volunteers have sufficient breaks to rest and enjoy a meal.
- Make certain to change the roles and locations, so volunteers have a balance of the popular and not so popular roles.
- Try to have volunteers work in small groups or pairs to ensure there is relief cover for lunch and toilet breaks. In addition, working in groups and pairs also keeps the feeling of working in a team and maintains a high motivation level.
- Do not roster those volunteers that have to travel long distances between their home and the venue early in the morning or later in the evening.
- Be aware of the times and availability of the public transport when rostering volunteer start and finish times.
- Those that have had an early start in the morning should have the afternoon free to rest and recover.
- Those volunteers that had a late finish, should have the following morning free to rest and recover.

## Motivation

- Important that the local organising committee staff demonstrate high energy, positivity and a friendly environment that will filter to all levels of personnel.
- Make volunteers feel valued, part of a team and that their contribution is making a difference.
- Always, say “thank you” and give encouragement for when a job/task has been completed.

## Facilities

- Uniform that is visible, associated to the event by branding and protects volunteers for the roles they are to perform. Make sure the uniform adequately protects against the climate of the location of the event.
- Provide a healthy, nutritious meal plan for volunteers and that reflects the necessary dietary needs.
- Availability to a selection of non-alcoholic drinks of bottled water, soft drinks and tea/coffee.
- Sun cream for volunteers that will be working outside
- Secure area for volunteer bag storage but not for high valued items such as, laptops etc. Volunteers should be encouraged not to bring valuables to the event.
- Tent or existing space for volunteers to rest, relax when off duty. Allow a space to cater for 20% of the volunteers at one time

## Rewarding and Recognition

- Give small treats each day such as, badges, cake, sweets, chocolate on arrival.
- Take the time to thank all volunteers for their contribution and effort during and after the event.
- Issue a personalised certificate or memento or souvenir. It would make more of an impact to present this personally on their last day at the event or stage a closing gathering.
- Check if the host city or local community operate a volunteer recognition scheme that the hours and skills they have done at the archery event can count/contribute to their status.
- Stage a gathering such as a pizza party or BBQ to say thank you and a last chance for everyone to meet and exchange their memories. Better to stage a gathering after the event and not during competition or it could exclude some or have an impact on the event.
- If possible, have an opportunity for volunteers to have access to event tickets or watch the event when off duty or event participate in the ceremonies should the organising committee be hosting an open/closing ceremony.

## 1.6 FINANCE

### Aim

This section is to cover all general financial matters including setting budgets, monitoring expenditure, balancing accounts and developing procedures to control the events financial resources.

### Purpose

To be financially responsible in managing event finances with true estimation of budgets to then apply administrative procedures to control and monitor expenditure to be able to create an accurate set of accounting records.

### Responsible Person

The producing and monitoring of the events finances will be the responsibility of the Financial Manager. However, the Finance Manager will need the guidance of the Event Director/Manager in forecasting budgets and supervision to monitor and approve expenditure for effective finance management.

The Finance Manager should be a qualified individual with strong finance experience and proven successful in managing and generating accounts. This person can be someone within the organising committee or recruited from an external organisation for the event.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Director of Finance that works with the other Directors of each functional area to forecast/set budgets and monitor financial expenditure. The Director of Sport will work with the Sports Manager and Venue General Manager to create budgets and supervise expenditure for the requirements of the venue and sport.

### People Required

All members of the organising committee that have the authority to forecast and spend event finances have a duty to be mindful and responsible to ensure finances are used wisely and not wasted

The Local Organising Committee Executive Board will also take a valid interest to monitor financial expenditure to ensure the committee is responsible and works within the financial means available.

### Equipment

- Bank account to receive and make payments
- Accounting software to monitor expenditure and create accurate set of accounts
- Company credit card for the Event Director/Manager to make large necessary purchases for event delivery
- Petty cash in case of a need to make small last minute necessary purchases for event delivery
- Possibly a credit card reader to accept payments

### Timeline

- Immediately after the event has been awarded:
- All contracts with external providers should be set and signed
- Review all financial forecasted budgets to ensure they are up to date, reflective of the present day and time of the event prices
- Gather financial resources from sponsors, governmental/local authority support

- Sign the World Archery Organisers Agreement and make payment of the event staging fee and performance guarantee deposit
- Create the Invitation Package using the template given by World Archery to populate all the details of the event, entry fees, hotel rates, payment conditions, bank transfer details to receive payments and transport costs for participating teams to read, register their entry
- Each month there should be a review/audit of accounts to ensure the committee are within budget, readjust budgets if necessary and reallocate any unspent finances to other accounts or move to contingency reserves
- Once a month leading up to the event there should be a set day to process payments
- 90 days before the event all participating teams should have sent 50% of their entry fees and hotel accommodation deposit by bank transfer
- 21 Days before the event the outstanding 50% of the participating teams payment should be received
- 1-2 days before the event all outstanding entry fees, penalty fees and any other remaining balances should be received from participating teams
- During the event, daily monitoring of credit card payments and petty cash expenditure
- Immediately after event, collect all receipts, functional area financial reports, expenses and make all final payments to begin auditing and closing the events accounts
- Two (2) months after the event there should be a complete set of audited accounts

### Check List

- ☐ Has a person with valid accounting qualifications and proven financial management experience been appointed to control all financial matters of the event?
- ☐ Has a realistic budget been forecast with the Event Director/Manager approved by the Local Organising Committee Executive Board and submitted with the bid for World Archery evaluation?
- ☐ Once the event has been awarded, have all budget forecasts from each functional area been received, reviewed, amended and approved by the Financial Manager and Event Director/Manager to consolidate one budget for submitting to the Local Organising Committee Executive Board?
- ☐ Have the financial responsibilities of the local organising committee and rights on who retains the revenues generated been read and understood from the organisers' agreement between World Archery and the Organising Committee?
- ☐ Has the event staging fee and performance guarantee deposit been paid to World Archery immediately after the contract has been signed?
- ☐ Have existing accounting procedures and practices been established such as, bank accounts, ledger codes, credit cards, cheque/bank transfer signatures and expense claim/payment actions to be taken?
- ☐ Have procedures been established and explained by the Finance Manager to all functional area heads in regards to expense claims, producing accounting reports and reviewing budgets?
- ☐ Will all budgets be reviewed by each functional area head and the Event Director/Manager to monitor expenditure and immediately identify any risks in being over budget?
- ☐ Is it required to operate with cash in some areas? What areas is this necessary and what procedures will be implemented to provide security and prevent fraud?
- ☐ If handling large cash payments, what security measures are in place to protect against fraudulent bank notes and how will cash be recorded and kept safe until it is deposited into the bank? For instance, if teams pay in cash, implement a system of keeping the payments separate so that any falsified notes can be traced to a certain person or team
- ☐ What are the procedures to control all contracts and process/receive payments?

- ☐ What risks have been identified that could cause being over budget and have contingency accounts/resources been set up?
- ☐ Have cash flow projections been prepared for the event and what actions have been identified?
- ☐ Have purchasing procedures been established, educated the committee to consider sponsorship opportunities and claim discounts on volume purchasing or using one supplier when procuring services/products for the event?
- ☐ How will the overtime that, salaried staff might need to do, be reimbursed and has this been budgeted for?
- ☐ As a contingency measure, what budget cutting procedures/methods will be applied should this be necessary?
- ☐ Have the correct entry fees, hotel prices, transportation costs, payment conditions, payment deadlines and bank transfer details been included in the event Invitation Package to be distributed to the Member Associations?
- ☐ 90 days before the event have all participating teams sent 50% of their entry fees and hotel accommodation deposit by bank transfer?
- ☐ 21 Days before the event has the remaining/outstanding 50% of the participating teams payment been received?
- ☐ Are receipts being sent to participating teams confirming when payments have been received, the amounts received and informing of any remaining balances to be paid?
- ☐ Are all outstanding entry fees, penalty fees and any other remaining balances received from participating teams before issuing accreditation and competition starts?
- ☐ Have deadline dates been set and all procedures explained to the functional area heads in preparing and submitting their closing financial reports/expenses to make final payments and prepare closing the main accounts?
- ☐ Have plans been made to resell certain equipment items and what are the procedures to collect payments? For example, selling target mats to local clubs at 80% of purchase price
- ☐ Has the cost of volunteers been appropriately included to all of the functional areas? A volunteer has a cost that is often forgotten.
- ☐ Are there any taxes to be paid on sponsorship agreements, advertising or payments of prize money?
- ☐ Are the Local Organising Committee liable for VAT registration?
- ☐ Does the Local Organising Committee need to have their account audited and to what level?



### 1.6.1 Budget Template

Below is an example of an event budget template that can be adapted to each event when forecasting budgets, recording and planning the events financial resources:

BUDGET SECTIONS			
INCOME/REVENUE	VIK (Value In Kind)	CASH	TOTAL
Government Funding			
City/Local Authority Funding			
Sponsorship			
Participant Entry Fees			
Hotel / Catering Revenues			
Exhibitor Trading Stand Fees			
Donations			
Ticket Sales			
Merchandise			
Other			
INCOME/REVENUE TOTAL			

OUTGOINGS/EXPENDITURE	VIK (Value In Kind)	CASH	TOTAL
1. Event Staging Fees			
2. Venue hire			
3. Overlay building (temporary structures)			
4. Accommodation			
5. Transport			
6. Catering			
7. Staff and Volunteer Requirements			
8. Sports Equipment			
9. Office Administration and IT			
10. Event Marketing, Promotions and Brand Production			
11. Event Functions/Entertainment and Ceremonies			
12. Media			
13. Sponsorship			
14. Anti-Doping			
15. Security			
16. Medical			
17. Logistics			
18. Insurances			
19. Evaluation and Legacy			
20. Contingency			
<b>OUTGOINGS/EXPENDITURE TOTAL</b>			

1. Event Staging Fees	VIK (Value In Kind)	CASH	TOTAL
World Archery Staging Fee			
Performance Guarantee Deposit			
World Archery Event Director or Technical Delegate visit (flight, local transport, accommodation and meals)			
<b>TOTAL EVENT STAGING FEES COSTS</b>			

<b>2. Venue Hire</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Rental Cost of the venue			
Utility rates (Gas, Electricity, air conditioning, heating and Water)			
Venue power, internet and telecommunication usage/installation			
Waste management			
On site rentals-			
■ Tables			
■ Chairs			
■ Fans/heaters			
■ White goods such as fridges and cookers			
■ Venue fencing (heras fencing and crowd barriers)			
■ Podiums and/or national flags if another sporting venue			
■ Heavy equipment i.e. fork lift truck, with driver			
■ Heavy duty machinery			
■ Golf Carts			
■ Toilets and toilet supplies			
<b>TOTAL VENUE HIRE COSTS</b>			

<b>3. Overlay building/temporary structures</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Tents, marquees			
Scaffolding			
Flooring			
Spectator stands			
Safety walls			
Platforms (shooting/target area or for TV cameras)			
Carpet for main field of play			
Fencing (heras fencing, crowd barriers)			
Towers for cable camera			
Additional lighting (for night finals or indoor events)			
Contingency			
<b>TOTAL OVERLAY BUILDING/ TEMPORARY STRUCTURES COSTS</b>			

<b>4. Accommodation (single rooms with full board)</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
13 Judges accommodation			
World Archery President			
World Archery Secretary General			
World Archery Event Director			
World Archery Anti-Doping Officer			
World Archery Classifier (Para Event only)			
World Archery Results Team			
World Archery TV Team			
World Archery Sports Presentation			
Other World Archery personnel as agreed			
Local Organisation Committee Staff			
Meeting space			
Contingency			
<b>TOTAL ACCOMMODATION COSTS</b>			

<b>5. Transport</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Vehicle hire with drivers for airport transfers			
Vehicle hire with drivers for athlete, officials between venue and accommodation			
Vehicle hire with drivers for World Archery personnel and judges between venue and accommodation			
Three (3) cars with drivers for the World Archery President, Secretary General and Event Director			
Golf carts			
Contingency			
<b>TOTAL TRANSPORT COSTS</b>			

<b>6. Catering (not included with accommodation)</b>	<b>VIK (Value In Kind)</b>	<b>CASH</b>	<b>TOTAL</b>
Three (3) meals per day for all World Archery personnel and staff			
Three (3) meals per day for judges			
Catering services for athletes, coaches, Local Organising Committee staff and personnel and volunteers			
VIP (food and beverages)			
Bottled Water			
Media			
Other soft drinks (vending machines, water dispensers)			
Ice			
Contingency			
<b>TOTAL CATERING COSTS</b>			

<b>7. Staff and Volunteer requirement</b>	<b>VIK (Value In Kind)</b>	<b>CASH</b>	<b>TOTAL</b>
Secondment of venue staff such as, venue manager, cleaning/catering staff, security staff maintenance and engineer staff			
Uniforms for staff and volunteers			
Rain Ponchos			
Volunteer rewards and recognition packs			
Staff and volunteer training, welcome and training packs			
Try archery instructors			
Maintenance and engineer staff			
Contingency			
<b>TOTAL STAFF AND VOLUNTEER REQUIREMENT COSTS</b>			

<b>8. Sports Equipment</b>	<b>VIK (Value In Kind)</b>	<b>CASH</b>	<b>TOTAL</b>
Archery specific, please refer to the sports equipment list			
Contingency			
<b>TOTAL SPORTS EQUIPMENT</b>			

<b>9. Office, Administration and IT</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
CAD drawings, 3D sketches and maps for venue design			
Accreditation Services			
Results Services			
Athlete (back) numbers			
Furniture			
Fans, heaters, fridges, cookers and other white goods			
Computers, laptops, printers, photocopiers, laminators etc.			
Internet			
Radios, telephones and mobile phones			
Video Wall (16.9 format) for spectators			
Music and licencing			
Audio and PA system			
Timing and signalling equipment for practice ranges			
Power generator			
Cabling			
Plasmas screens for results and live images on venue distribution			
Hardware tool box, hammers, nails, screwdrivers, drills etc.			
Stationery			
Office supplies			
Postage			
Parking			
Towels, soap			
Staff meeting expenses			
Staff travel expenses			
Observation trips			
Bank/credit card charges			
Bank/credit card machine			
Tea and coffee making facilities			
Contingency			
<b>TOTAL OFFICE ADMINISTRATION AND IT COSTS</b>			

<b>10. Event Marketing, Promotions and Brand Production</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Community Awareness			
■ Try archery activities			
■ Flyers, posters, newsletters, flutter flags banners for lampposts and bridges etc.			
■ School and community visits/ presentations			
TV Production			
Event Tool Box			
Media advertising			
Radio advertising			
Television advertising			
Publications (programmes, team managers booklets, posters, schedules			
Ticketing Promotions and Production			
Merchandise design and production			
Banner design and production			
Flutter flags and inflatables			
Flowers and stone arranging			
Decoration and local identity			
Venue way finding (signage)			
Website production, maintenance and social media activities			
Mascot, design, creation, appearance fees and cleaning			
Contingency			
<b>TOTAL EVENT MARKETING, PROMOTIONS AND BRAND PRODUCTION COSTS</b>			

<b>11. Event Functions/Entertainment and Ceremonies</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Gifts, give aways and pin badges			
Athlete goody bags			
Welcome reception (150 pax)			
■ Facility costs			
■ Food and Beverages			
■ Entertainment			
■ Invitations			
■ Audio and Visual Systems			
■ Welcome Packs/give aways			
■ Contingency			
Opening and Closing Ceremony			
■ Entertainment			
■ Audio and Visual Systems			
■ VIP hosting			
■ Invitations			
■ Food and Beverages			
■ Flags and flag poles, bearers			
■ Transport			
■ Road closures and local police support			
■ Contingency			
Volunteer/staff thank you party			
■ Food and Beverages			
■ Facility costs			
■ Audio/visual systems			
■ Contingency			
■ Keepsakes/mementos			
Ceremonies			
■ Podium			
■ Medals			
■ Trophies			
■ Cheques			
■ Flowers			
■ Other decorations			
■ Ceremony presentation performers and uniforms/costumes			



Sponsor and VIP Entertainment			
■ Try archery activity			
■ Give aways			
■ Food and Beverage			
■ Decoration			
■ Contingency			
Congress (Outdoor World Championships only)			
Executive Board Room			
Facility to accommodation 300-350 people for 2 days and 1 day set up			
Congress decoration of the meeting facility			
Audio and visual systems (big screens, microphones, audio mixer, speakers and personnel support).			
Tea, Coffee refreshments			
Lunch (hot/cold buffet)			
Additional small meeting rooms for breakout workshops			
Office/storage space for World Archery			
<b>TOTAL EVENT FUNCTIONS/ ENTERTAINMENT AND CEREMONIES COSTS</b>			

<b>12. Media</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Invitations			
Press Conferences and Media Press Releases			
Media Packs			
Media Centre and Facilities			
Strong, fast and reliable internet			
Press and Media bibs			
Try archery activity			
Broadcasting set up on site			
Contingency			
<b>TOTAL MEDIA COSTS</b>			

<b>13. Sponsorship</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Sponsor Recruitment Costs			
Sponsor Development			
Try Archery activity			
Sponsor clothing			
Travel costs			
Sponsor Invitations to other archery events			
Entertaining			
Sponsor Appreciation Gifts/Recognition/ Plaques			
<b>TOTAL SPONSORSHIP COSTS</b>			

<b>14. Anti-Doping</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Anti-Doping Testing			
Anti-Doping Officer			
Laboratory charges			
Non-alcoholic, non-caffeine drinks			
Lockable fridges			
Temporary facility/toilets			
Contingency			
<b>TOTAL ANTI-DOPING COSTS</b>			

<b>15. Security</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Onsite Venue Security			
Overnight Security Staff			
Additional Alarms and Lighting			
Security Storage Areas (onsite trailers or cabins)			
Contingency			
<b>TOTAL SECURITY COSTS</b>			

<b>16. Medical</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Rental of an ambulance and medical staff			
Temporary Medical facility			
Medical observation table			
First Aid Boxes and basic medical supplies			
Contingency			
<b>TOTAL MEDICAL COSTS</b>			

<b>17. Logistics</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Transportation of organising committee equipment to and from the venue			
Secure and protective storage of the World Archery Equipment			
Transporting costs of the World Archery equipment from the qualification venue to the finals venue and back			
Fork lift truck and driver			
Contingency			
<b>TOTAL LOGISTICS COSTS</b>			

<b>18. Insurance</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Event Cancellation Insurance			
Public liability Insurance			
Contents Insurance			
Venue Insurance			
Car Insurance			
Contingency			
<b>TOTAL INSURANCE COSTS</b>			

<b>19. Evaluation and Legacy</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
Evaluate event successfulness, have goals/objective been met as outlined in the bid			
Measure the Sponsors support and the impact it has made to the event and community			
Costs to transport and distribute sports equipment to local clubs			
Any initiatives/programmes or activities to continue archery development/ participation			
Contingency			
<b>TOTAL EVALUATION AND LEGACY COSTS</b>			
<b>20. Contingency</b>	<b>VIK</b> (Value In Kind)	<b>CASH</b>	<b>TOTAL</b>
<b>TOTAL CONTINGENCY COSTS</b>			

## Notes

Ensure there is one central person/department processing payments to prevent any confusion, double payments, missing a payment and have accurate records on what has been paid to what needs to be paid and by when.


For all payments received by participating teams, make sure to send a receipt to confirm the amount of payment received and end of balance invoice.

Contracts with sponsors, suppliers and possibly television companies can generally appear informal using letters, emails rather than structured legal contracts. It is, therefore, important to review carefully before the final agreement and establish any specific payment timescales, payment penalties and currencies/exchange rates to use. Failure to do this can cause bad feelings between involved parties, financial loss and even legal action at a later date.

Exchange rates and taxes can vary drastically from when the contract was made to when payment is to be activated which can impact the budget.

Make sure to safeguard against potentially major disasters such as:

- Sponsor/Government financial support collapse
- Venue structural damage/collapse or closure due to failed financial management
- Medical outbreaks

- 
- Strikes with suppliers, transport, airports etc.
  - Mass withdrawal of participants due to political events or terrorist threats
  - Air traffic control strikes or closure due to environment/weather issues
  - Natural disasters, floods, earthquakes
  - Civil and political unrest in a country or region

While these may seem unlikely to happen it is always wise to obtain the necessary insurance, if possible, to protect the local organising committee from any large financial loss. Would also advise investigating into public liability insurance with the amount of people such as, athletes, coaches, staff and volunteers etc. that will be involved in the event.

## 1.7 EVENT PUBLICATIONS

### Aim

To inform Local Organising Committees of the different event publications needed to be created for use at World Archery events to inform the various event stakeholders, before, during and after the event.

### Purpose

That Local Organising Committees gain an understanding of what publications need to be produced for a World Archery event, when the publications need to be produced, what content should be included in the document and who the publication is for.

### Responsible Person

The Local Organising Committee Competition Manager/Director will input into the various document templates, received from World Archery, specific details of the event and distribute through the agree channels.

The World Archery Event Manager/Director will provide the necessary publication templates, supervise and review the documents the Local Organising Committee completed before printing and distribution.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Publications Department who will work with the Sports Manager and Spectator Services to generate content for the various publications and then create the design, print and distribute.

### People Required

- World Archery Event Director to supply the document templates to the Local Organising Committee Competition Managers to complete the documents containing the specific event details.
- World Archery Results Manager will generate the start lists, target assignments and results for the event.
- Local Organising Committee Event Manager/Director and/or Competition Manager will generate the event documents using the templates provided by World Archery with the event details. In addition, coordinate the distribution of the event publications and results before, during and after the event.
- One (1) to two (2) people to frequently collect the original result reports from the World Archery results, timing and scoring team to copy and distribute to the team pigeon boxes, officials, broadcasting and media.
- Two (2) volunteers to assist in preparing and distributing ad hoc information notices during the event. Assist the Event Manager, Catering Manager and Transport Manager in the printing and distribution of their respective information/schedules for the event.
- Catering Manager generate catering schedules and coordinate the distribution
- Transport Manager to generate daily transport schedules, the airport departure information of event stakeholders and coordinate the distribution.

### Timeline

- 2 – 3 years prior, submit the event bid to World Archery for review and evaluation.
- December before the event, generate the Invitation Package for World Archery review.
- January before the event, launch the approved Invitation Package to all World Archery Member Associations and announce the event opening on the online entry system (WAEROS).
- 6 months prior, submit the organisation structure of the Local Organising Committee and contact information details.

- 4–6 months prior, submit for World Archery review, venue plans/CAD/sketches of all of the venues being used for the event.
- 2 months prior, submit the construction/build schedules for all spaces on both venues for World Archery review.
- 8–10 days before Official Practice, launch the Team Managers Booklet and first version of the Competition Schedule.
- 5 days before departure for the event, distribute the airport departure information for all event stakeholders
- 3 days before Official Practice distribute transport schedules for each day between the accommodation, practice and competition venues.
- After team registration, on venue, the World Archery Results Team will perform the draw for target allocation, and produce a final version of the competition schedule with the corrected participant entries.
- Distribute the target allocation and participant start list as soon as the draw has been approved by World Archery.
- Distribute catering times should they differ from the latest version of the completion schedule and Team Managers Booklet.
- Distribute the results and information notices through the duration of the event as and when necessary.

## Equipment

### Provided by World Archery

- WAREOS (World Archery Results and Entry Online System) to allow Member Associations to register the members of their team that will participate in each World Archery event.
- Athlete (back) numbers for each category and bow discipline for the qualification/ranking round and ranking for the elimination phase of the competition.
- Print off of the score sheets for the entire competition.
- Print off the name sheets of all athletes and teams that qualify for the elimination phase.
- Results software for calculation, processing, creating and distribution of reports
- 90 electronic scoring tablets.
- Shipping for the World Archery results, timing and scoring devices.
- Publication templates to be completed and distributed by the Local Organising Committee.

### Provided by the Local Organising Committee

- 1 Colour photocopier/printer
- Pigeon hole distribution rack for each participating team, World Archery, media and Judges, each to have an allocated box for their documents.
- 6 tables measuring roughly 2m long and 6 chairs for the results area
- 2 tables measuring roughly 2m long and 4 chairs for the Director of Shooting area
- 20 chairs for the volunteers taking out the score sheets
- 1 Colour laser printer for the World Archery Results Team
- 6 packs of 500 sheets of white, size A4 (210 × 297mm or 8.27 × 11.7 inch) 80gms printer paper. Note: for Field Archery 6 different colours of paper are needed to represent the different categories and bow disciplines. The paper thickness should be very thick, roughly 160gms.
- 6 TV screens on stands measuring 150 – 160cm high with cabling and power to display and distribute the results after every end of shooting to athletes, coaches, media and spectators
- WIRED Internet connection of 2MB up and download dedicated for result team.
- 3G data SIM card as backup connection, minimum 2GB traffic available.
- Wi-Fi access for coaches, officials and spectators to access live, up to date results via the internet, on a separate internet line from the WA lines.

## Publication Documents

<b>Publication:</b>	<b>Event Bid Document</b>
<b>Purpose:</b>	A document and/or video/PowerPoint presentation outlining the aims and objectives for hosting the event. Provide the technical details on the venue, accommodation, event operations to demonstrate and support the reasons why the Organising Committee can successfully host and stage the event.
<b>Readers:</b>	World Archery President, Secretary General, Event Director and Executive Board.
<b>Produced by:</b>	Template sent by World Archery. Local Organising Committee creates the bid.
<b>Submission Date:</b>	3–4 years prior to the year of the event. Can be earlier for some events.
<b>Distribution Method:</b>	Create electronically and printed. Email bid or mail a printed copy. Send via email or mail/post and printed presentation copy.

<b>Publication:</b>	<b>Invitation Package</b>
<b>Purpose:</b>	A document that provides all the general details of the event, such as event dates, venue location, preliminary competition schedule, accommodation options, transport operations, visa information and costs. This document enables teams to be able to review the event, set a budget, submit their team entry, accommodation, transport requirements and arrange their visa application.
<b>Readers:</b>	World Archery Member Associations, Coaches and Team Managers.
<b>Produced by:</b>	Template sent by World Archery. Local Organising Committee inputs the event details. Needs to be approved by World Archery before distribution.
<b>Publication:</b>	January. World Archery must review before releasing.
<b>Distribution Method:</b>	Create electronically. Email bid or mail a printed copy. Send via email or mail/post and printed presentation copy.



## Publication Documents

<b>Publication:</b>	<b>Organisation Structure</b>
<b>Purpose:</b>	To illustrate the structure of the Local Organisation Committee, outlining who is within the committee and the functional areas they are responsible for.
<b>Readers:</b>	World Archery Secretary General, Event Director, Technical Delegate and World Archery Staff.
<b>Produced by:</b>	Local Organising Committee produces.
<b>Publication:</b>	6 months prior to the event.
<b>Distribution Method:</b>	Create electronically and email.

<b>Publication:</b>	<b>Venue Plans/Designs</b>
<b>Purpose:</b>	Illustrates technically, with use of measurements and scaling, where the required event spaces are located and how they are to fit within the venue layout. These venue layouts will also show where people, equipment and power areas are located and what routes and flows will be used during operation.
<b>Readers:</b>	World Archery Secretary General, Event Director, Technical Delegate, Results Manager, TV Director, Venue Manager, Functional Area Managers and external suppliers.
<b>Produced by:</b>	Local Organising Committee generates. World Archery can supply past examples.
<b>Publication:</b>	6 months prior to the event.
<b>Distribution Method:</b>	Create electronically and print. Distribution via email.

## Publication Documents

<b>Publication:</b>	<b>Venue 3D Sketches/Illustrations</b>
<b>Purpose:</b>	To give a 3D perspective/view of what the venue is going to look like at the time of competition. This artistic impression is an ideal method to promote the event and help the media, participants and the local community to gain an understanding of how an archery venue will be used/look like. This is particularly effective when using an iconic/recognizable, touristic venue. Will aid to selling tickets for the event.
<b>Readers:</b>	World Archery Secretary General, Event Director, Technical Delegate, TV Director, Venue Manager, Media and spectators.
<b>Produced by:</b>	Local Organising Committee generates using a graphic designer. World Archery can supply past examples.
<b>Publication:</b>	6 months prior to the event.
<b>Distribution Method:</b>	Create electronically and print. Distribution via email and internet.

<b>Publication:</b>	<b>Venue Construction Schedule</b>
<b>Purpose:</b>	Demonstrates when, how and the order spaces/areas within the venue are to be built and taken down for the archery event and the duration. This will also aid the planning of when functional areas can move in and when spaces can become operational for the event. In addition, this document will illustrate the transition activities that should happen to move setup from between one venue and another.
<b>Readers:</b>	World Archery Secretary General, Event Director, Technical Delegate, Results Manager, TV Director, Venue Manager, Functional Area Managers and external suppliers.
<b>Produced by:</b>	Local Organising Committee creates.
<b>Publication:</b>	2 months prior to the event.
<b>Distribution Method:</b>	Create electronically and print. Distribution via email.

## Publication Documents

<b>Publication:</b>	<b>Team Managers Booklet</b>
<b>Purpose:</b>	To provide the technical information on the competition and venue set up for participating teams and judges to have a full understanding of the event and venue to assist their preparations.
<b>Readers:</b>	Coaches, Team Managers, Athletes, Secretary General, Event Director, Technical Delegate, Chair of Judges and Judges.
<b>Produced by:</b>	World Archery provides the template. Local Organising Committee inputs event details.
<b>Publish Date:</b>	8–10 days before Official Practice, launch the Team Managers Booklet and first version of the Competition Schedule. World Archery must review before publication.
<b>Distribution Method:</b>	Create electronically and printed. Distribute via World Archery and Local Organising Committee website. Send via email. Printed for the Team Managers Meeting.

<b>Publication:</b>	<b>Official Event Programme</b>
<b>Purpose:</b>	To provide a brief explanation and introduction to the sport of archery and the programme of events scheduled to take place during their visit and also give visibility to sponsors of the event.
<b>Readers:</b>	Mainly VIPs, Sponsors, Media and Spectators. World Archery President and Secretary General, Event Director.
<b>Produced by:</b>	Local Organising Committee produces.
<b>Publish Date:</b>	5 days before the finals of the competition. World Archery should review before publication and agree visibility of World Archery Sponsors.
<b>Distribution Method:</b>	Create electronically and printed. Distribute to the VIP lounge, welcoming desk, Media Centre and Spectator areas (ticketing booth or entrances of the stands). Local Organising Committee event website.

## Check List

- ☐ Has there been a budget allocated for the cost of generating, printing and distributing event publications?
- ☐ Have all documents been generated with the date, version and even time, in some cases, marked on them to show when the document was produced so that readers are aware if they have the latest version?
- ☐ Are all notice display boards for event information/schedules positioned in the most convenient and viewable locations to be easily visible for those they are intended for?
- ☐ When a new version of a document is printed and distributed, are all previous/older versions removed from all notice boards and pigeon holes to ensure readers only have the latest version?
- ☐ Has World Archery reviewed and approved the Invitation Package, Team Managers Booklet before they are published and distributed?
- ☐ Have spare, printed copies of the Team Managers Booklet been prepared and ready for the Team Managers meeting?
- ☐ Can it be arranged that all disused paper versions of documents and score sheets be put for recycling to prevent paper wastage?
- ☐ Has the Local Organising Committee submitted the venue plans, both qualification and finals venue, to World Archery for review to illustrate the location of spaces, equipment and power sources?
- ☐ Have the latest building/construction schedules been created and sent to World Archery for review?
- ☐ Does World Archery have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and emergency numbers?
- ☐ Is there clear signage around the venue indicating the Wi-Fi access code for coaches, officials and spectators to log on and view the live results reports?
- ☐ Is there clear signage around the venue to indicate to stakeholders where the information distribution points are to collect the latest information?
- ☐ Who from the local organising committee will collect, daily, the result reports to be copied and distributed to the teams' pigeon boxes, officials, broadcasting and media?
- ☐ Has a volunteer been recruited to transfer completed score sheets after each match on the finals venue to the World Archery Results Manager for verification?
- ☐ Do the publications of the event need to be produced in other languages?

## Notes

All event publications that are to be used by athletes, coaches, officials and World Archery should be produced in English, as this is the main language of World Archery.

However, for some multi-sporting events, such as the Olympic Games, it will be necessary to produce event documents/publications in three (3) languages, French (Language of the IOC), English and the language of the host country.

Please try to adapt an environmentally friendly attitude to avoid large quantities of paper printing that will result in paper wastage.

Before printing always ensure to double check spelling, grammar, athlete and team names, national flags, images, terminology, format, schedules and sponsored names/logos/details are all correct.

In addition, it is always wise to have two or three people to proof read the documents before printing, those with and without archery knowledge to ensure the desired response is achieved.

Examples of the Invitation Package and the Team Managers Booklet can be viewed as in Appendix 1.7a and 1.7b

## Appendix 1.7a - Invitation Package Example



### World Archery Indoor Championships

Nimes, (FRA)

25 Feb – 2 Mar, 2014

Version 1.6 (14 January 2014)



#### TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

On behalf of the Organising Committee of the World Archery Indoor Championships 2014 and the French Archery Federation, we would like to invite you to the World Archery Indoor Championships 2014, which will be held from 25 February to 2 March in Nimes, France.

To register participation, please find enclosed the necessary documents and return your completed forms within the deadlines listed below:

Summary of deadlines:

- |   |                        |
|---|------------------------|
| • Preliminary Entries                                 | <b>2 December 2013</b> |
| • Hotel Reservation Form & Deposit                    | <b>2 December 2013</b> |
| • Final Entries                                       | <b>4 February 2014</b> |
| • Transportation Form                                 | <b>4 February 2014</b> |
| • Visa Support Form                                   | <b>2 January 2014</b>  |
| • Final Hotel Reservation Form<br>& Remaining Payment | <b>4 February 2014</b> |

Looking forward to welcoming you and your teams, to Nimes, France.

Sincerely yours,

**Mr. Philippe BOUCLET**  
President  
French Archery Federation

**Mr. Philippe MICHELUTTI**  
President  
Local Organising Committee





## World Archery Indoor Championships

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### PRELIMINARY PROGRAMME

Day	Date	Description
	Sunday 23 February	Arrival of Participants Practice range only at the Arc Club de Nîmes between the hours of 10:00–18:00hrs demand. Transportation available
DAY 0	Monday 24 February	Arrival of Participants Practice range only at the Arc Club de Nîmes between the hours of 10:00–18:00hrs demand. Transportation available
DAY 1	Tuesday 25 February	Official Practice (For all) Equipment Inspection Team Managers Meeting 16:00hrs at the “Parnasse” venue. Opening Ceremony
DAY 2	Wednesday 26 February	Qualification Round (All Categories)
DAY 3	Thursday 27 February	Individual and Team Eliminations (All Categories)
DAY 4	Friday 28 February	Eliminations and Finals <ul style="list-style-type: none"> <li>■ Individual and Team Semi Finals (For all senior categories)</li> <li>■ Finals for Junior Compound (individual and Teams)</li> <li>■ Award Ceremony for Junior Compound</li> </ul>
DAY 5	Saturday 1 March	Finals – Team <ul style="list-style-type: none"> <li>■ Junior Recurve (Girls and Boys categories)</li> <li>■ Compound (Women and Men)</li> <li>■ Recurve (Women and Men)</li> <li>■ Award Ceremonies</li> </ul>
DAY 6	Sunday 2 March	Finals – Individual <ul style="list-style-type: none"> <li>■ Junior Recurve (Girls and Boys)</li> <li>■ Compound (Women and Men)</li> <li>■ Recurve (Women and Men)</li> <li>■ Award Ceremonies</li> <li>■ Banquet</li> </ul>
	Monday 3 March	Departure of Participants

**NOTE:** This is a preliminary programme and subject to change according to the number of participants in each division and TV requirements. All changes will be published and distributed to all participants in advance.





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### PRELIMINARY & FINAL REGISTRATION

All registration process must be done using the World Archery Online Registration System (WAREOS, formerly FORS): <http://register.worldarchery.org>. No entry forms will be accepted for registering to this event.

A maximum number of **3 athletes per country** (host country included) are allowed to be registered into each category of the event. Preliminary entries have to be done using the WAREOS.

In order to use WAREOS, please login on <http://register.worldarchery.org> with your Username and Password assigned by World Archery. After entering the WAREOS, please go to "Online Registration" and register your athletes for this event. A "WAREOS User Manual" can be downloaded in PDF format (English) using the same website link.

For any questions regarding the WAREOS, please contact the World Archery office, Ms Raheleh AHADPOUR ([rahadpour@archery.org](mailto:rahadpour@archery.org)).

Start date for online registration using WAREOS: **29 October 2013**

End of Preliminary registration using WAREOS: **2 December 2013**

End of Final registration using WAREOS: **4 February 2014**

Please pay attention to the stated deadlines. Teams will **not be** able to enter or update their data in WAREOS, after the deadlines, as the system will be blocked. If, teams wish to make any changes to their Final Registration, after the deadline, you need to contact Ms Raheleh AHADPOUR, World Archery Member Services Coordinator ([rahadpour@archery.org](mailto:rahadpour@archery.org)).

Final Entries processed after the deadline will result in a penalty fee of 50 Euros per athlete to be paid to the OC upon arrival at the field.

Final registrations that differ by more than 4 athletes from the preliminary registration or have been submitted after the preliminary deadline will result in a penalty fee of 150 Euros to be paid to the OC upon arrival at the field.

Any entries received less than 3 days before the team managers meeting for a World Championships will be refused, if no preliminary entry and/or final entry were made prior. This decision cannot be appealed by teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the rule book and the invitation documents of World Cups and World Championships. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless they have informed World Archery and the OC in writing at least one week prior to the event that they are unable to attend.

Member Associations that have penalty fees outstanding from previous years will need to have paid these penalty fees before being eligible to enter and compete.





## World Archery Indoor Championships

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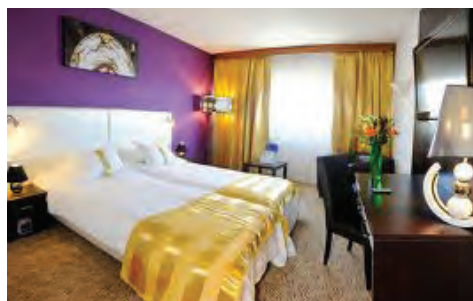
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### ACCOMMODATION & GENERAL INFORMATION

The official hotels are:

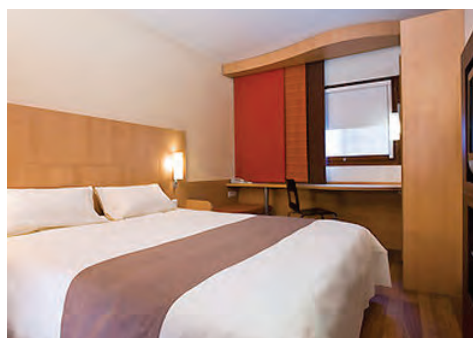
#### ☐ Holiday Inn Hotel (4 Star)



#### ☐ Nimotel (3 Star)



#### ☐ Ibis (3 Star)







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The hotel room rates are per room, per night, including full board (breakfast, lunch and dinner with nonalcoholic drinks).

Teams who do not book their accommodation through the LOC will be charged a double entry fee.

☐ Reservations should be made before: **2 December 2013**

☐ Final Hotel Reservation & Transportation Forms: **4 February 2014**

To confirm your hotel reservations, a 50% deposit, of the total amount, is required to be transferred, to the OC **before 2 December 2013**, via a bank transfer, using the details provided on page 12. Reservations received after this date will be considered according to availability.

### 1. Holiday Inn Hotel (4 Star)

Single Room	126 Euro
Twin or Double Room (1 big bed or 2 beds)	183 Euro
Triple Room (1 big bed + 1 bed or 3 separate beds)	247 Euro
Quadruple Room (4 single beds)	322 Euro

### 2. Nimotel (3 Star)

Comfort:	
Single Room	119 Euro
Twin or Double Room	169 Euro
Triple Room	222 Euro
Nimes Active:	
Single Room	130 Euro
Twin or Double Room	179 Euro
Triple Room	244 Euro
Quadruple Room	302 Euro
Superior:	
Single Room	140 Euro
Twin or Double Room	189 Euro
Triple Room	254 Euro
Quadruple Room	296 Euro

### 3. Ibis Hotel (3 Star)

Single Room	130 Euro
Twin Room	176 Euro





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### Important Note

Please refer to the accommodation pages below for detailed hotel information. Please complete all the necessary forms by the deadlines given and arrange full payment for accommodation before arrival. No travel checks will be accepted on site.

All participants should book their accommodation through the LOC. Participants that do not book their accommodation through the LOC, will have to pay double entry fees and will not be entitled to any event information or transportation.

Teams will also need to register for their accreditation, at the latest, the day before official practice. If participants do not register the day before, no changes will be made to the entry list. Participants will not be allowed to compete if registration is not completed in time and will not be allocated to a target.

The number of Triple and Quadruple room is limited. If the Triple and Quadruple rooms are not available the LOC will change in twins, doubles or single depending the availability.

### Internet

Free Internet is available in all hotels (guest rooms and hotel lobby) and the archery venue, in the club house area.



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### HOTEL RESERVATION FORM

Country/Team from : \_\_\_\_\_

Hotel : \_\_\_\_\_

Number of Rooms:

Single:	<input type="text"/>
Twin (2 beds):	<input type="text"/>
Double:	<input type="text"/>
Triple:	<input type="text"/>
Quadruple:	<input type="text"/>

Do you require a room for a disabled team member? Yes ☐ No ☐

If yes, please specify:

\_\_\_\_\_

Do any of your team members have dietary requirements or allergies such as, vegetarian, nut allergies or gluten free etc. Yes No

If yes, please specify:

\_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

Signature of President / Secretary General:

\_\_\_\_\_

PLEASE RETURN THIS HOTEL RESERVATION FORM TO LOC BEFORE

**2 December 2013** by email to: [contact@arcclubdenimes.com](mailto:contact@arcclubdenimes.com)





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### TRANSPORTATION FORM

Country/Team from: \_\_\_\_\_

Number of passengers:

\_\_\_\_\_ person (s) airports (MRS) (MPL) to/from hotels/Archery Venue

\_\_\_\_\_ person (s) official hotels to/from Archery Venue and Nîmes train station transportation

**Arrival information:** We will arrive by plane:

Airport: \_\_\_\_\_ Flight Nr : \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MM/YY) Arrival Time : \_\_\_\_\_

**Departure information:** We will depart by plane:

Airport: \_\_\_\_\_ Flight Nr : \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MM/YY) Departure Time : \_\_\_\_\_

**Arrival information:** We will arrive by train at Nîmes Train Station:

Date: \_\_\_\_\_ (DD/MM/YY) Arrival Time : \_\_\_\_\_

Train Nr: \_\_\_\_\_

**Departure information:** We will depart by train from Nîmes Train Station:

Date: \_\_\_\_\_ (DD/MM/YY) Departure Time : \_\_\_\_\_

Train Nr: \_\_\_\_\_

Tick here, if arriving by a car/bus and **DO NOT REQUIRE** transportation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

President / Secretary General MA: \_\_\_\_\_

#### Note:

The entry fee **DOES NOT INCLUDE** transportation between hotels and archery venues.

For transportation from other airports please contact LOC for fee quotation.

PLEASE RETURN THIS TRANSPORT RESERVATION FORM TO LOC BEFORE

**2 December 2013** by email to: [contact@arcclubdenimes.com](mailto:contact@arcclubdenimes.com)



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### ENTRY FEE

#### Entry fee:

Individual: **150 Euro** per athlete

Officials: **100 Euro** per person

#### Entry fee in NON official hotels:

Individual: **300 Euro** per athlete

Officials: **200 Euro** per person

There is no entry fee for teams.

For participants using official hotels, entry fees **do not** include daily local transport to and from the practice range to official hotels during the qualification, elimination and finals venues (timetable to be confirmed). All participants should book their accommodation through the LOC only. Participants that do not book their accommodation through the LOC, will have to pay double entry fees and will not be entitled to any event information or transportation.





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### FINAL HOTEL RESERVATION & ENTRY FEE FORM

Personal Details ☐ Women ☐ Men

Name of Member Association: \_\_\_\_\_

Country: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Hotel Accommodation

☐ **Holiday Inn Hotel (4 Star)**

Single room, (per room per night) 126 Euro; Twin or Double room (PRPN) 183 Euro, Triple room (PRPN) 247 Euro, Quadruple Room (PRPN) 322 Euro

☐ **Nimotel Comfort (3 Star)**

Single room, (per room per night) 119 Euro; Twin or Double room (PRPN) 169 Euro, Triple room (PRPN) 222 Euro

☐ **Nimeotel Nîmes Active (3 Star)**

Single room, (per room per night) 130 Euro; Twin or Double room (PRPN) 179, Triple room (PRPN) 244 Euro, Quadruple room (PRPN) 302 Euro

☐ **Nimeotel Superior (3 Star)**

Single room, (per room per night) 140 Euro; Twin or Double room (PRPN) 189 Euro, Triple room (PRPN) 254 Euro, Quadruple room (PRPN) 296 Euro

☐ **Ibis Hotel (3 Star)**

Single room, (PRPN) 130 Euro; Twin or Double room (PRPN) 176

Please reserve the following:

\_\_\_\_\_ SINGLE ROOM (s) From \_\_\_\_\_ to \_\_\_\_\_ 2014

\_\_\_\_\_ TWIN ROOM (s) From \_\_\_\_\_ to \_\_\_\_\_ 2014

\_\_\_\_\_ DOUBLE ROOM (s) From \_\_\_\_\_ to \_\_\_\_\_ 2014

\_\_\_\_\_ TRIPLE ROOM (s) From \_\_\_\_\_ to \_\_\_\_\_ 2014

\_\_\_\_\_ QUADRUPLE ROOM (s) From \_\_\_\_\_ to \_\_\_\_\_ 2014

\_\_\_\_\_ TOTAL ROOMS REQUIRED

#### Flight Details

We will arrive/departure to/from \_\_\_\_\_ International Airport **Or** We will arrive/depart to/from Nîmes Train Station **Or** by other means, such as, a car. Please indicate \_\_\_\_\_



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Date of Arrival \_\_\_\_\_ (DD/MM/YY)

Time \_\_\_\_\_ Flight \_\_\_\_\_

Date of Departure \_\_\_\_\_ (DD/MM/YY)

Time \_\_\_\_\_ Flight \_\_\_\_\_

### Accommodation Payment

ROOM TYPE	AMOUNT OF ROOMS	NIGHT RATE P/N	TOTAL RATE
Single:	_____ x	_____ x =	_____
Twin:	_____ x	_____ x =	_____
Double:	_____ x	_____ x =	_____
Triple:	_____ x	_____ x =	_____
Quadruple:	_____ x	_____ x =	_____

**TOTAL ACCOMMODATION AMOUNT** \_\_\_\_\_

### Entry Fee Payment

The entry fees should be paid in full **BEFORE** arrival.

A **double entry fee** will be required to be paid for those participants not booking their accommodation through the LOC.

**NUMBER OF PERSONS ENTRY FEE (EUR) TOTAL (EUR)**

Athletes \_\_\_\_\_ x Euro 150 = \_\_\_\_\_

Officials \_\_\_\_\_ x Euro 100 = \_\_\_\_\_

**TOTAL ENTRY FEE** \_\_\_\_\_

### Airport Transportation Fee

**Round trip between airports (MRS & MPL) and hotel. Also includes local transportation.**

NUMBER OF PERSONS FEE (EUR) TOTAL (EUR)

\_\_\_\_\_ x Euro 60 = \_\_\_\_\_

### Nîmes Train Station/Hotel and Hotel/Venue Transportation Fee:

**Round trip between official hotels & competition venue. Nîmes Train Station & hotels.**

NUMBER OF PERSONS FEE (EUR) TOTAL (EUR)

\_\_\_\_\_ x Euro 20 = \_\_\_\_\_

**Banquet reservation:** Included in the Sunday 2<sup>nd</sup> March 2014 hotel reservation.

NUMBER OF PERSONS: \_\_\_\_\_

### To Guarantee Reservations:

For the payment of accommodation, a 50% deposit of the total amount payable is required to be paid with preliminary entry by **2 December 2013**. The remaining payment for accommodation is to be paid with the final entry by **4 February 2014**. Accommodation cannot be guaranteed after this deadline.

A balance invoice will be provided via email or on arrival, as required, after payment. **Please send this form to the LOC BEFORE 4 February 2014 by email to [contact@arcclubdenimes.com](mailto:contact@arcclubdenimes.com)**





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### PAYMENT CONDITIONS

The entry fees should be paid in full **BEFORE** arrival.

For the payment of accommodation, a 50% deposit of the total amount payable is required to be paid with preliminary entry by **2 December 2013**. The remaining payment for accommodation should be paid with the final entry by **4 February 2014**. Accommodation cannot be guaranteed after this deadline.

A balance invoice will be provided via email or on arrival, as required, after payment. There is only one account number where payments need to be done.

Please be aware that accommodation, transportation and entry fee must be paid in to this bank account number written below:

#### **BANK INFORMATION for ACCOMMODATION, TRANSPORTATION AND ENTRY FEE:**

Account Name: ACROM.NIMES2014  
BRANCH: CIC NIMES COURBET  
Account Number: 00039724701  
SWIFT: CMCIFRPP  
IBAN: FR7610096180980003972470197

**NOTE:** Please indicate in the reference/notes section the team or reservation name that corresponds to the payment.

ALL PAYMENTS SHALL BE MADE IN EURO

By BANK TRANSFER or CREDIT CARDS

On <http://www.nimesarchery2014.com>

**All bank charges/fees are the responsibilities of the sender.**

**TRAVEL CHECKS will not be accepted.**







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### ADDITIONAL INFORMATION

#### Nîmes, France

With nearly 150,000 inhabitants and an area of 16,150 ha.

Nîmes is the twentieth largest city in France. Endowed with a rich heritage, the city is labeled Art and History.

Roman monuments by their majesty and exceptional conservation, contribute fully to forge the identity of Nîmes. Erected here 2,000 years, the "Maison Carrée", the arenas, the "Divisorium Castellum" or the remains of the Roman wall are, rightly, the pride of Nîmes.

Maintenance and perennial value of this incredible heritage is one of the priorities of the current city project.

The facades of the "Maison Carrée" come entirely restored.

Regarding arenas, an experimental phase is over soon to allow the restoration of multi-span, according to the most respectful of the stone amphitheater processes.

Labeled City of Art and History, Nîmes worked designing a great future Museum of Roman.

Proud of this identity, the City ardently defend a registration World Heritage for UNESCO the whole of the monuments.





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### Archery Venues

The archery qualification and competition venues are located in Nimes City.

Competition will be held in two indoor venues “Parnasse” & Parc “Expo”. A professional target lighting system will be use. There is a spectator tribune with a capacity of 3000 seats at the venue (Parnasse). Inside the venue, there will be archery village, shops, catering, concession stand, athlete bow storage and an athlete equipment repair booth.

### Transportation

- Transportation will be provided from Marseille Airport (MRS) and Montpellier Airport (MPL) to the official hotels, on **23 & 24 February 2014**.
- Transportation will be provided from the official hotels to Marseille Airport (MRS) or Montpellier Airport, on **3 & 4 March 2014**.

Local transportation will be available between official hotels and practice and competition venues. Transport timetables will be confirmed. Buses and/or vans will be provided.

### Cancellations & Changes

Written Cancellations must be:

- Received before **25 January 2014** for full refund of the deposit payment.
- Received after **25 January 2014**, no refund will be awarded.

All refunds, if any, will be processed after the event.

Name change (the same category and division) will be accepted up to 72 hours before the event, without any additional charge. The LOC should be informed about any changes immediately in the travel programme 72 hours prior arrivals. If your arrival is later than originally scheduled, the room charges will start from the original date indicated by the accommodation forms received from the Member Association.

### Training

There is a training field that will be available to use from **23 February 2014**. The training field is walking distance to the competition field and is about 5km from the hotels.



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## World Archery Indoor Championships

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### Weather

#### February (Average):

Temperature 5°C (41 F)  
Low Temperature 1°C (34 F)  
High Temperature 10°C (50 F)  
Sunshine Hours - 10H30min  
Rainfall 5 mm  
Rainfall days- 2 days

#### March (Average):

Temperature 13°C (55 F)  
Low Temperature 8°C (46 F)  
High temperature 20°C (68 F)  
Sunshine Hours - 12 hours  
Rainfall 100 mm  
Rainfall days- 15 days

### Ceremonies

There will be an opening and closing ceremony. Further details will be given on arrival.

### Water on the Venue

Water will be provided on the range during competition for accredited people.

### Media Registration

Media representatives can apply for registration by emailing [info@archery.org](mailto:info@archery.org).

### Internet Connection

Hot Spot WiFi will be available in official hotels and in the archery venue (club house area) free of charge for accredited persons.

### LOC Contact

Name: Mr. Olivier GRILLAT  
Ph. +33 6 896 550 55  
Email: [contact@nimesarchery2014.com](mailto:contact@nimesarchery2014.com)  
Language: French and English  
Official website: [www.archery.org](http://www.archery.org)  
[www.nimesarchery2014.com](http://www.nimesarchery2014.com)





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### VISA

All participants who need an entry visa to France, are kindly requested to fill in the **Visa Support Form below** and return completed to the Organising Committee, as soon as possible, but no later than **2 January 2014**.

After the Visa Support Form is received, an official invitation, from the French Archery Federation, will be provided for visa application. Participants should obtain their visas before departure to France. Teams and officials from countries with no diplomatic relations with France are kindly requested to inform the LOC of where they prefer to apply for the visa in the third country.

**NOTE:** Please read the Visa Information for Foreigners: for having a French Visa. Please make your visa application in person and **at least two months before** traveling to France to avoid any difficulties.

Explanations:

- The term “official passport” covers diplomatic, service, special and official passports.
- Passports should be valid at least 90 days longer than the expiry date of the requested visa.
- Despite the visa regime applied towards the citizens of a country, the travel document holders of that country need to obtain a visa from French missions beforehand.
- All foreigner visitors to France, except for those exempt from the visa requirements, should obtain their visas at the French consulate. Those foreign visitors, who can obtain their sticker type visas at the French boarder gates, may also have their visas at the French consulate, alternatively. If a sticker is going to be purchased in the airport. Please be aware that only Euros, USD and British Pounds can be used. No other currency is accepted.
- If you have a valid visa, you do not need a residence permit up to 90 days. On the other hand, foreign visitors who shall reside, work or study in France, should register themselves at the nearest local police department upon their arrival in France, regardless of the validity of their visa.

For detailed information, please visit the following website from the French Ministry of Foreign Affairs

<http://www.diplomatie.gouv.fr/en/coming-to-france/>



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**ARCHERY WORLD CUP  
WROCLAW (POL), 4<sup>TH</sup> Stage  
5-10 August 2014**



**TEAM MANAGERS MEETING  
INFORMATION BOOKLET**

V 1.0 (FINAL 28 July 2014)

**The Team Managers Meeting will take place in  
room 2/2, on the 2<sup>nd</sup> floor of the P5 building at the  
Qualification Venue on August 5 at 1500hrs**

**All Team Managers are requested to attend this meeting.  
Teams without Team Manager are advised to send one of their  
athletes to the meeting.**

**Please read this document upon receipt  
and bring it with you to the Team Managers Meeting.**





Dear all World Archery Member Associations,

On behalf of the Polish Archery Federation and all archers in Poland, I would like to give you a hearty welcome to the 2014 Archery World Cup Stage 4 in Wrocław.

Please enjoy your stay and let us know if there is anything we can do to make your visit more enjoyable.

I wish you all good luck and success to your teams.

**Mr. Jozef BASCIUK**

President of Local Organizing Committee



## Agenda of the Team Managers meeting

### Roll call of all attending nations (EM)

#### Opening

- Brought to order by the World Archery Event Manager (EM), C.MARSH
- Introduction of the panel, by World Archery EM, C.MARSH
- Welcome speech, by World Archery Secretary General, Mr. Tom DIELEN
- Welcome speech, by Organising Committee, Mr Jozef BASCIUK

#### 2) Introduction of Officials (EM)

- Organising Committee members, by Competition Manager, Mr Maciej LABA
- Tournament Judges Commission, by the Chairman of Judges, Mr Henk WAGEMAKERS
- Director of Shooting, by the Chairman of Judges
- Jury of Appeal, by World Archery by Tom DIELEN

#### 3) Technical Aspects of Competition (EM + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Competition Programme
- 3.3. Practice-training
- 3.4. Equipment Inspection
- 3.5. Qualification Round & scoring information
- 3.6. Individual Elimination Round
  - 3.6.1. Recurve
  - 3.6.2. Compound
- 3.7. Team Elimination Round
  - 3.7.1. Recurve Team
  - 3.7.2. Compound Team
- 3.8. Individual Finals Round & Team Finals Round
- 3.9. Appeal Procedure (Form attached)

#### 4) Technical Matters (EM + Chairman of Judges)

- 4.1. Timing Control system





- 4.2. Results system
- 4.3. Rules that apply in this event.
  - 4.3.1. Ranking (World Cup & World Archery Ranking)
  - 4.3.2. Dress regulations
  - 4.3.3. Longines Prize for Precision
- 4.4. Accreditation Cards rules for 2014
- 4.5. Coaches Positions on the Finals Field

## **5) Logistical Aspects (OC)**

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Meals, during practice, Qualification rounds, finals...
- 5.3. Access control.
- 5.4. Things to do in Wroclaw

## **6) Protocol and ceremonies (OC)**

- 6.1. Medal Ceremonies, Mixed Zones and Press Conferences

## **7) Medical Related issues (Medical representative)**

## **8) Clean Sport (Medical representative)**

- 8.1. Doping control
- 8.2. Alcohol test

## **9) Other matters of Importance (World Archery EM)**

## **10) Questions from Team Managers**

## **11) Closure (EM)**



## IMPORTANT TELEPHONE NUMBERS

### Organizing Committee

Mr. Jozef BASCIUK +48 668 471 943

### Competition Management

Mr. Maciej LABA (English) +48 669 931 469

### Technical Requirements & Field Manager

Mr. Konrad PRZESMYCKI +48

### Hotel and Accommodation

Mrs. Agnieszka STYGA (Russian) +48 530 189 381

Mrs. Malgorzata SZALANSKA (English) +48 693 456 883

- Haston Hotel
- Orbis Hotel
- Jascek Hotel

### Transport Manager

Mr. Michal LESZCZYNSKI (English) +48 509 836 312

Mr. Tomasz KODZIS (English) +48 605 664 454

### Medical Care

Mr. Maciej ZIOLKOWSKI (English) +48 609 333 330

### Press Operations

Mr. Dawid KUTRYN (English) +48 697 031 994

### World Archery Federation (WA)

Mr. Juan Carlos HOLGADO (WA ED) +41 79 590 0761

Mr. Chris MARSH (WA EM) +41 79 739 8995



## OFFICIALS

### Tournament Judge Commission Chairman

Mr. Henk WAGEMAKERS

### Director of Shooting

Mr. Tomasz JAGLA

### Judges

- Mrs. Karolina CZAPIŃSKA
- Mr. Neil FODEN
- Mr. Roger GARROD
- Mr. Mirosław JABŁOŃSKI
- Mr. Tadeusz JAWOR
- Mrs. Dorota KISIELEWSKA
- Mrs. Kinga KLOREK
- Mr. Petros PETROU
- Mrs. Małgorzata SOKOŁOWSKA
- Mrs. Sabine SZYMANSKI
- Ms. Yinan Qu

### Jury of Appeal

To be announced on the day of the Team Managers Meeting

### WA Results & Technology Team (TFORS)

Mr. Murat OLGUN

### World Archery Communication

Mr. Chris WELLS

### World Archery Marketing and TV

Mr. Didier MIEVILLE

### World Archery Clean Sport Supervisor

Mrs. Nancy LITKE



## Points to clarify

### 3) Technical Aspects of the competition (WA Event Manager + Competition Manager + Chairman of Judges)

#### 3.1. Number of Participants per class (Number of Nations: 48)

Recurve Men	Individual: 114 (1/48)	Teams: 25 (1/8)
Recurve Women	Individual: 91 (1/48)	Teams: 22 (1/8)
Compound Men	Individual: 63 (1/48)	Teams: 11 (1/8)
Compound Women	Individual: 54 (1/24)	Teams: 10 (1/8)
	MIXED Teams COMPOUND	21 (1/8)
	MIXED Teams RECURVE	28 (1/8)

(Updated 25 July 2014)

#### 3.2. Competition Programme

The latest competition programme is attached at the end of this document. Any official competition schedule will have indicated the version number and the date/hour it was printed. Latest version of the Competition Schedule is V 1.0 (updated 28 July 2014, 12:00 h)

#### 3.3 Practice

- Training range, 50m from the qualification range, between 3–9 August, 08:00hrs – 12:00hrs and 14:00hrs – 17:00hrs. Transport will be provided at no extra cost. Lunch will be provided at the range between 12:00 and 14:00hrs or according to the competition schedule. Transportation will also be provided at no additional cost.
- Teams wishing to practice before 3 August, need to cover the transportation costs and arrange directly with the Local Organising Committee.
- August 9, practice at the qualification and elimination range will be closed from 14:00hrs.
- All transport schedules for the practice range, will be posted in all hotels.
- Practice at the finals venue will be available for those athletes competing on their respective day i.e. Compound on August 9 and Recurve on August 10, open from 09:00hrs – 15:30hrs.

##### Official Practice

- 09:00hrs – 12:00hrs for Recurve Men and Women shooting ABC format.
- 14:00hrs – 17:00hrs for Compound Men and Women shooting AB format.

##### Qualification Round Practice

- 3 ends of 4 minutes practice on the Field of Play for the qualification competition to immediately follow once the field is ready.
- Non competing athletes can use the practice field, at a walking distance from the qualification competition venue.



### 3.4. Equipment Inspection

- 5 August, during official practice.
- Located in the athlete sheltered area behind targets 70, 71 and 73.
- Teams will be announced in (English) alphabetical order by the DOS.
- All teams are to wear their team uniform.
- Spare equipment must also be brought for inspection.
- Team Managers are to check the details of their athletes such as, name, date of birth are correct.
- Inform the Judge if details are not correct and the Judge will inform WA Results Team.
- Instructions to use the scoring PDA terminals will be carried out if requested.

### Athlete (back) Numbers

- Athlete numbers will be issued on the day of the qualification round during practice.
- Athlete numbers must be worn on the quiver or thigh, facing the waiting line while shooting.

### The Environment

- Team Managers please instruct your team members to use the litter bins provided which are located on the competition, practice ranges and common areas.

### Water

- In an effort to aid the environment, water will be distributed using the familiar WA bottle deposit system.
- Each accredited person will receive two water coupons. These coupons can be exchanged for bottles of water (one each). In order to get a new bottle, it is necessary to provide a coupon or an empty bottle. At the end of the day, empty bottles can be traded for coupons that can be used on the next day.
- Water bottles will be distributed behind the athletes' rest area located in the middle of the qualification and elimination field.

### Non Smoking

- This is a non-smoking event.
- Smoking is forbidden inside public buildings and all competition and training areas and within the security parameter of the venue.
- There are designated smoking areas outside the venue.



### 3.5. Qualification Round

RECURVE -	6 August–Morning Recurve Men and Women 3 athletes per target, shooting ABC format 70m Round (72 arrows)
COMPOUND -	6 August – Afternoon Compound Men and Women 2 athletes per target in AB format 50m Round (72 arrows)

### 3.6. Individual Elimination Round

- 7 August for **both** Recurve and Compound disciplines.
- For the start of each session, 5 ends of 2 minutes practice will be awarded for individual eliminations on the Field of Play, for competition to immediately follow once the field is reset.
- Target faces will **NOT** be changed after practice arrows. Please instruct your athletes to mark all arrow holes during practice.
- Matches will start as soon as the field is ready.
- Practice for matches at the start of each session will begin on time. Proceeding matches will follow up on the immediate completion of the prior match. Athletes should be alert and prepared for their matches to start slightly earlier than scheduled.
- Byes are permitted. In case of a bye, athletes might be allowed to shoot on their own target, provided the competition schedule allows. If the competition schedule allows, no score will be recorded or displayed and athletes shooting their bye must respect the DOS timing and signals of the competition. Recurve athletes are permitted to shoot 3 ends of practice and compound athletes are permitted to shoot 5 ends of practice for their bye.
- If the competition schedule indicates that athletes with byes are not permitted to practice on the competition field, training is available at the nearby practice field. However, please ensure athletes are present on the competition field before their match starts.
- Individual elimination rounds will start at the 1/48 elimination stage (104 athletes, in each category or less, depending on entries).
- The top 8 individual ranked athletes from the qualification round will progress directly to the 1/16 finals. Shoot-offs for positions 8 (individual) and 16 (teams) will be conducted immediately after results are made official. Archers involved in the shoot-off who are not present on the field at the time the shoot-off is started will lose their shoot-off by forfeit. Neither the judges nor the organizers are expected to look for these athletes on or out of the competition field to make sure they are present.
- Athletes ranked 9<sup>th</sup> to 104 position will shoot the 1/48 and 1/24 eliminations.
- There will be no alternate shooting during the preliminary elimination.



## SCORING PROCEDURE Scorecards management / athlete involvement

In an effort to make the elimination phase operate smoother and faster, the procedure developed in 2012, by our Event and Results Team will be implemented this year.

- Each athlete that qualifies for the individual elimination competition, (starting at the 1/48 elimination or 1/16), will receive a page of several personalised stickers with their name printed on each sticker.
- Athletes will need to place one of their “name stickers” on their scorecard to be used for that individual match.
- Scoreboards, with score cards, will be distributed on the shooting line at the athletes’ allocated target.
- Each time an athlete wins their individual match they will need to apply another “name sticker” on a new score card for their next match.
- Please make sure that athletes keep their page of personalised stickers to be used for each match during the individual elimination competition
- When athletes are eliminated and no longer require their personalised stickers, they can be deposited in the event rubbish bins provided.

### 3.6.1 Recurve Elimination

- The sets system, will be used for all individual, team and mixed team matches. Individual matches will consist of the best of 5 sets, (3 arrows per set) and the winner is the athlete to reach a minimum of 6 set points first. Team and mixed matches will consist of the best of 4 sets (6 arrows per team and 4 arrows per mixed team). The team that reaches minimum of 5 set points first will win the match. All matches, up to and including the semi-finals, will be shot simultaneously on the qualification range for the individual, team and mixed team events.

#### **Book 1, 4.5.1.4 (Recurve)**

- *The Elimination Round, in which the top 104 athletes (mandatory for World Archery Championships) are seeded according to their positions in the Qualification Round (see match play chart Appendix 10 and Book 2, Appendix 1). Athletes shoot a series of matches in groups, each match consisting of the best of 5 sets of 3 arrows;*

### 3.6.2 Compound Elimination

- Matches for all compound events will use the cumulative scoring, consisting of 5 ends of 3 arrows. All matches, up to and including the semi-finals, will be shot simultaneously on the qualification range for the individual, team and mixed team events.



#### **Book 1, 4.5.1.5 (Compound)**

- *The Eliminations Round in which the top 104 athletes (mandatory for World Archery Championships) are seeded according to their positions in the 50m Qualification Round (see match play chart Appendix 10 and Book 2, Appendix 1). Athletes shoot a series of matches in groups, each match consisting of 5 ends of 3 arrows;*
- Shoot offs, in individual elimination, for both recurve and compound will be decided by a one arrow shoot off “closest to the centre” (40 sec of time).
- Team shoot offs up to and including the semi-finals, will be shot simultaneously, and then alternatively, arrow by arrow, in medal matches.

### **3.7. Team and Mixed Teams Elimination Round**

- 6 August–MIXED TEAM ELIMINATION
- 8 August–TEAM ELIMINATION
- 5 ends of 80 seconds practice for the mixed team competition on the Field of Play for competition to immediately follow once the field is reset
- 5 ends of 2 minutes practice for the team competition on the Field of Play for competition to immediately follow once the field is reset
- Start at the 1/8<sup>th</sup> phase
- No alternating shooting
- Byes permitted, teams will be allowed to shoot on their allocated target, but no score will be recorded or displayed.

#### **3.7.1. Recurve Team**

- 8 August
- Starting at the 1/8<sup>th</sup> phase until the semifinals
- Up to 4 sets of 6 arrows, 2 arrows per athlete (70m, sets system).
- Matches are complete once a team has reached 5 set points.

#### **3.7.2. Compound Team**

- 8 August
- Starting at the 1/8<sup>th</sup> phase until the semifinals
- 4 ends of 6 arrows, 2 arrows per athlete (50 m, cumulative scoring)

### **3.8. Individual Medal Matches**

- 9 August–COMPOUND
- 10 August–RECURVE
- Finals to be staged at Centennial Hall, Wrocław.
- Venue for finals will have a “Practice field”



- Practice field:
  - Will have 8 targets.
  - The area will have water, tents, chairs and tables.
  - Practice Field will be open 1 hour before the start of competition.
- Athletes are not permitted to use scopes on the finals FOP.
- Coaches will be fitted with a wired individual microphone to record their comments for TV purposes. No sound will go out to the venue. Microphones will be activated immediately when entering the FoP for the match and removed when the match is completed. Coaches' comments will be recorded for use in the TV highlights and on matches placed on www.archery.tv platform.

### **3.9. Appeal Procedure (Form attached)**

- An Appeal form is attached to this document (see attached after this chapter, Appendix 1).
- In case of an Intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be considered.
- Appeal forms should be given to the Chairman of the Tournament Judge Commission or to their deputy.
- A fee of US\$50- (Euro 40.-) must be paid to the Chairman of the Tournament Judge Commission, for the Appeal to be valid.
- If the Appeal is upheld by the Jury of Appeal, the fee will be returned. In the case of the Appeal being rejected, the fee will not be returned.



## 4. Technical Matters (ED + Chairman of Judges)

### 4.1 Timing Control System

- LONGINES Timing equipment will be used for timing and scoreboards.

### 4.2. Results System

- Qualification Round–scoring will be done by athletes. One athlete records, on the official paper based score sheet, the scores of all other athletes on that target. At the same time, another athlete, on that same target, will in put all the scores of the athletes on that target into the PDA terminal. All athletes should verify that all scores are written and entered correctly on both score cards (paper and electronic).
- PDAs terminals will be used during the Qualification and Elimination Rounds, but not in the Finals. Mr Murat OLGUN (WA Results & Technology Team = TFORS) is responsible for the results.

### 4.3 Rules that apply in this event

#### 4.3.1. The Rankings

- At the end of the event, the World Cup Rankings ([www.archeryworldcup.org](http://www.archeryworldcup.org)) and the World Rankings ([www.worldarchery.org](http://www.worldarchery.org)) will be updated.

#### 4.3.2. Dress Regulations

- Athletes, officials and staff should wear the appropriate clothing and have the correct appearance when on the field during competition.
- Athletes, team officials and technicians should wear their national team uniforms and sports shoes having the same appearance as per the division, following WA rules.
- We would like to remind all teams that athlete names and country names or code are mandatory on the back of their national team uniform shirts for athletes participating in WA major events.
- Camouflaged clothing is not to be worn at World Archery events.

#### 4.3.3. Longines “Prize for Precision”

- The Longines “Prize for Precision” for archery was launched in 2010. The two most precise athletes in a World Cup season will win the trophy, a Longines watch and a 5.000 Swiss Francs prize.
- In odd years, compound athletes shoot for the Longines Precision prize. In even years, recurve athletes compete for the prize. 2014, recurve men and women athletes are eligible to win the prize this year.



- Athletes shooting the most 10s during the World Cup individual qualifications and elimination matches as of the 1/16 eliminations of the World Cup stage, can win.
- The race for the LONGINES Precision Prize will continue until the very last match at the World Cup Final in Lausanne!
- During a AWCS, one Longines watch will be awarded to the athlete who shoots the most 10s during the competition (during the individual qualifications and the matches from the 1/16 final phase) in a chosen category, per event, as follows:
  - Shanghai : Recurve Women – Aida ROMAN (MEX) **53**
  - Medellin : Compound Women – Erika JONES (USA) **96**
  - Antalya : Recurve Men – Takaharu FURUKAWA (JPN) **69**
  - **Wroclaw: Compound Men**

#### 4.4 Accreditation Cards Rules for 2014 and following (1 card per participant/season)

- Since the 2011 season, WA launched a new accreditation card system for ecological and operational reasons.
- Athletes and officials participating in World Cups and World Championships will be issued with only ONE accreditation (card, plastic cover and lanyard) for the entire season.
- Accredited persons are required to keep their newly issued accreditation for all the events in 2013 and 2014.
- All accreditation cards need validating for each event when registering with the Organising Committee at the tournament.
- Athletes or officials that forget or lose their accreditation will be issued a new accreditation and will need to pay EUR 20 (USD 30) per card.
- However, if there is a valid reason for not having the original accreditation, this should be made known to WA by the Team Manager or official.

#### 4.5 Coaches Positions on the Finals Field

- Since the recent feedback from the Coaches Committee, reporting that some coaches wish to be positioned behind the athlete to observe arrow flight, an additional coaches' box and a chair has been provided on the finals field. Should a coach wish to see their athlete's arrow flight and not obstruct the view of TV cameras, please use the chair provided.



## 5) Logistical Aspects (OC)

### 5.1. Transportation

- Daily transport information and schedules will be placed at the competition field and at all the official hotels.

### 5.2. Meals during the event

- Meals will be served at the hotel restaurants according to the schedule below:

#### 1. Haston Hotel

Breakfast/Dinner: Restaurant, Ground Floor

#### 2. Orbis Hotel

Breakfast/Dinner: Restaurant, Ground Floor

#### 3. Jasek Hotel

Breakfast/Dinner: Restaurant, Ground Floor

\*Catering Times:

Breakfast 06:30–09:00

Lunch 11:30–14:30 on August 4–8 will always be served at the competition venue. August 9 – 10, lunch will be served for everyone at the Finals venue. Lunch coupons will be provided to all accredited participants. Lunch will be provided upon receipt of the lunch coupon for the day. No lunch will be served at the hotels. On days before August 4, teams are advised to make their own arrangements for lunch.

Dinner 19:00–22:00.

\* Catering times may be adjusted according to the daily schedule. Teams will be informed in advance. Lunch will always be provided at the competition venue.

### 5.3. Access Control

Athletes who are not in competition will not be allowed on the competition field. Stickers of different colors will be placed on each athlete's accreditation cards showing which category they are competing in.

Athletes who are not in competition may watch the event underneath the athlete shelter, behind the equipment line.

Athletes who are eliminated are required to collect their equipment and leave the competition area as soon as possible.

### 5.4 Things To Do In Wroclaw

Please refer to the promotional welcome pack given to teams during registration.

## 6. Protocol and ceremonies (OC)

### 6.1. Medal Ceremonies

- To begin immediately after the end of the last match.
- All athletes involved in the ceremonies are requested to go to the gathering point. Location will be confirmed during the event.
- All medal winner are requested to be present at the finals venue gathering point of the Award Ceremony, 15 min before the ceremonies are due to start.
- Medal ceremonies will be conducted immediately after the conclusion of each session during the days of the finals (please check the competition schedule).

### Mixed Zone and Press Conferences

- Interviews will take place at the Mixed Zone and athletes will be requested to pass through the mixed zone to speak with the media.

## 7. Medical Related issues (Medical representative)

- First Aid services will be available during training days from 3 – 4 August. Ambulance and First Aid services will be available from 5–8 August at the Qualification and Elimination range and then from 9–10 August on the Centennial Hall, Wroclaw (Finals Venue).
- Paramedics are available on site for any emergency.
- In cases of emergency in official hotels, please inform the contact person in each hotel or Mr. Maciej ZIOLKOWSKI (English) +48 609 333 330.
- The closest hospital for emergencies is Regional Specialized Hospital, Kaminskiego 73a Street, Wroclaw – Phone: +48 71 32 70 100.



## 8. Clean Sport

### 8.1 Anti-Doping control

- Anti-Doping control will follow World Archery rules (World Cup and World Ranking events).
- Athletes should bring their passports and/or accreditation cards to the anti-doping control station if selected for a test.

### 8.2. Alcohol test

- Athletes should also be available for random alcohol testing during the competition, following World Archery rules.

## 9. Other matters of importance (WA EM)

- Accreditation cards must be worn at all times in the practice and competition areas.
- Only athletes scheduled to compete at certain stages of the event are permitted on the main Field of Play, together with one coach/official.
- Team Managers to please remind and encourage the members of their team to complete the online event questionnaires.

### Internet access

- Athletes and Coaches will be able to use WiFi at the qualification venue and finals venue. In addition, info system will also be operational for results
- Internet access will be free of charge in the rooms and lobby of official hotels.
- All other hotel expenses including laundry and minibar, etc will be covered by the participants themselves.

## 10. Questions from Team Managers

## 11. Closure (EM)

## Mixed Team Member Nomination Form

National Team \_\_\_\_\_



### RECURVE Mixed Team

1. \_\_\_\_\_

2. \_\_\_\_\_

### COMPOUND Mixed Team

1. \_\_\_\_\_

2. \_\_\_\_\_

### Name and Signature of Team Official

\_\_\_\_\_

The results of the 2 highest scoring male and female members of the team, will automatically be used for the mixed team event. If Team Managers wish to use other athletes of the team, please use this form to name the athletes that will be competing in the mixed team event.

Forms to be given to WA Event Director or Chairman of the Judges Commission before 17:00 on 6 August.



## Team Member Nomination Form

**National Team** \_\_\_\_\_

### Recurve Women

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

athlete NOT in the team: \_\_\_\_\_

### Recurve Men

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

athlete NOT in the team: \_\_\_\_\_

### Compound Women

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

athlete NOT in the team: \_\_\_\_\_

### Compound Men

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

athlete NOT in the team: \_\_\_\_\_

### Name and Signature of Team Official

The results of the 3 highest scoring members of the team, per discipline and gender will automatically be used for the team events. If Team Managers wish to use other athletes of the team, please use this form to name the athletes that will be competing in the team event. Forms to be given to WA Event Director or Chairman of the Judges Commission before 8:45 on 8 August.





## INFORMATION ABOUT THE ARCHERY VENUES

### A) ARCHERY VENUE FOR QUALIFICATION, ELIMINATIONS:

Address: Adama Mickiewicza 58 Street, Wrocław



## A) ARCHERY VENUE FOR FINALS: Centennial Hall, Wrocław

Address: Centennial Hall, Wystawowa 1 Street, Wrocław





## APPEAL FORM

This is an intention Appeal ☐

This is an appeal form ☐

☐ The team captain of the following country

Name of the Team Captain

☐ a Team (Please name country)

☐ an individual person (name)

☐ other (Please specify)

This appeal is againsts

Description of Appeal Protest

I believe this action is againsts the following rules (state article if known):

Signature:

Name in printing: \_\_\_\_\_

### Article 3.13.2.1

An intention to appeal when it might affect the progression of an athlete from one stage of the competition to the next, must be expressed in writing and lodged with the Chairperson of the Tournament Judge Commission and/or the Jury within 5 minutes of the end of the relevant round or match, whichever comes first. The written appeal must be lodged with the Jury within 15 minutes of the end of the relevant round or match, whichever comes first, to allow the Jury to come to a decision before the beginning of the next round of the competition.

### Article 2.13.4

**Jury decisions shall be minuted and submitted to the appealer, the Chairperson of the Tournament Judge Commission and the Organizers before the beginning of the next stage of the competition of before the awarding of prizes.**

Received on \_\_\_\_\_ time \_\_\_\_\_

by Chairperson of the Tournament Judge Commission

Signature:

Name in printing: \_\_\_\_\_



KIA MOTORS



# Organisers' Event Manual



## Sport and venue operations





## 2. SPORT AND VENUE OPERATIONS

### 2.1 VENUE TECHNICAL OPERATIONS

#### Aim

To advise the local organising committee in choosing a suitable venue, what an archery venue should consist of and to gain an understanding of the venue requirements and the event operations.

#### Purpose

That local organising committees construct an archery venue on time and to the needs and requirements of the particular archery event being staged. Ensuring that the rules and regulations of World Archery are met and getting the most suitable venue, using it to maximum effect to making that unique impact in hosting the World Archery event.

#### Responsible Person

Local Organising Committee Event Director/Manager has overall responsibility for the planning and delivery of the event and venue requirements for the sport. However, there is a need for additional persons with specific experience and knowledge to assist the Event Director/Manager with the operations and delivery. The Event Director/Manager mostly needs to act as a project manager to ensure the correct aspects are delivered, at the correct time and to the correct standard for the event and archery needs.

#### People Required

World Archery Event Director and World Archery Technical Delegate provide the technical knowledge and event experience of archery and to ensure the rules, regulations and standards are met for staging the event.

Local Organising Committee Competition/Sports Manager provides the planning, managing operations and delivery of the technical aspects of archery at the venue to meet the World Archery rules and regulations.

Local Organising Committee Venue Manager is responsible for the overall duty of care for the venue and ensuring the operations of the venue continue while being used for the archery event. The venue must operate and be returned in the condition and full working order as it was originally given.

Local Organising Committee Architect/Construction Project Manager

Will work with the Event Director and Sport Manager to design safe and practical temporary structures for the event and archery needs. Provide the construction expertise and ensure the construction and venue operations meet health and safety legislation. Plan and coordinate construction assembly and disassembly timelines in order to building in the correct sequence and deliver to the time required.

#### Equipment

General construction planning items for the initial planning such as,

- Existing venue plans
- Camera or tablet to take photos of the venue to impose images on later
- Tape measures (preferably metal tape measure to prevent stretching)
- Electronic distance radar gauge/range finder

- Sketch up, Auto CAD to create venue plans and designs of the venue used for the archery event and illustrate any temporary structures needed
- Construction timeline plan, please see Appendix 5 but 2.1.8e
- Construction helmets, hats, gloves, boots, protective, high visibility clothing and weather protection, from rain and sun burn
- Wood, scaffolding, ladders, and protective floor covering if needed
- Signage and tape/rope/fencing to cordon off areas of construction from non-accredited and non-authorised personnel
- General tool box with hammers, knives, screwdrivers and pliers

## Timeline

- Establish what is the final time and date the venue (s) needs to be completed for operational use, including the period of rehearsals and practice.
- Work backwards from the established date/time the venue needs to be finished for use.
- Establish what work/construction needs to be done, how long it takes to do and by whom.
- Decide the order in what work/construction needs to be done. For example, shooting and target line, spectator stands, World Archery Technical tent, platforms, fencing and banners etc.
- Please refer to the Venue Operations, Project Management section below to view a table that can be used for planning.

## Check List

- ☐ Have venue plans been created, technical plans with measurements and scales and also a 3D image (sketch up) to see what the venue will look like when completed?
- ☐ Has a date and time been established with World Archery when the venue must be ready by?
- ☐ What needs to be done for the venue build, how long will each task take and who will deliver it?
- ☐ In what order do tasks/construction work need to happen?
- ☐ Have the shooting line and target line been established on all venues before any other work begins and who is responsible to do this accurately?
- ☐ Is there any protective flooring required while construction/building takes place?
- ☐ Is the safety wall safe, is it going to stop arrows that miss the target?
- ☐ Any platforms or temporary flooring to make the field of play level/flat or for TV cameras?
- ☐ If platforms are required, what size, height is needed and how will they be dressed to look part of the main field of play appearance?
- ☐ What are the evacuation procedures for all venues and who raises the alarm?
- ☐ Have risk assessments and contingency plans been considered should the venue build be delayed or even cancelled due to weather conditions or delivery failure by the supplier?
- ☐ What are the regular opening hours of the venue? Are these hours sufficient?
- ☐ What is the procedure for access outside of operational hours?
- ☐ What are the maintenance operations scheduled such as, grass maintenance, cleaning etc?
- ☐ Have maintenance staff been informed about the archery event operational hours and are they aware of the impact on their regular operations? Do any of these operations have an impact on the venue (e.g. water sprinklers that could damage some equipment)
- ☐ Does the Organising Committee have access to all the keys of the venue or have access to a member of venue staff who has all the keys?

- ☐ Check if there are any venue access issues on weekends or public holidays? A minimum is to have a mobile number of the person who has full access to the venue.
- ☐ Has an assessment been made of what impact weather conditions might have on the venue i.e. rain, wind and what measures have been made to combat this or reduce harm to the event/venue?
- ☐ Has a full risk assessment been made of what risks or harm can happen to persons while on venue during the venue build/disassembly, archery competition and what has been done to prevent/reduce the chance of these risks from happening?
- ☐ Have contingency plans been considered and what appropriate steps are to be taken for scenarios of delay, postponement and cancellation?
- ☐ What time are the rehearsals and/or athlete familiarisation shooting sessions?
- ☐ If the television company is to use an OB Van, has the correct location and space been allocated?
- ☐ Where will team registration and accreditation be located for the event? Is it easy to access/find and has everyone been made aware that they need to register and collect their accreditation before entering the venue?
- ☐ What is the location of the Team Managers meeting, is it large enough and are there directional signs or volunteers to direct people to the location or meeting point? If the meeting is at another venue, what are the arrangements to collect all the Team Managers and take them to the location?
- ☐ Consider all entry/exit points, routes and drop off/pick up areas by all stakeholders to evaluate if they are visible and easy to use?
- ☐ What will be the access for vehicles with large deliveries such as, the targets, video wall or catering equipment/supplies?
- ☐ Are the targets, tents, temporary structures all secure to the ground?
- ☐ Has a radio fleet map been devised to establish lines of communication?
- ☐ Have the necessary arrangements and secure storage been made for the delivery, transition between the qualification/finals venue and collection of the World Archery equipment boxes?
- ☐ If transferring the competition from the qualification venue to the finals venue, has it been established what needs to be transferred, by when and by whom?
- ☐ Has truck and a fork lift truck/driver been arranged to move and load the equipment to be transferred?
- ☐ If staging an exhibition area with exhibitors and shops, what are the operational hours and secure storage facilities of the stock and displays out of operational hours?
- ☐ Has the World Archery technical tent, athlete shelter, practice ranges and athlete waiting areas been given a constant supply of bottles of water and are there regular checks to replenish stocks?
- ☐ What is the venue disassembly plan of the venues and has this been shared with World Archery?
- ☐ Has it been agreed with World Archery when the power and internet in the venue can be turned off?

## Notes

As there are not many purpose built archery facilities, try to use existing facilities and adapt them to the needs for the sport of archery. This can save on budget, add creativity and make the event more memorable/unique.

Always refer to the World Archery rule book as this manual is to advise and guide organisers. The rule book precedes the organisers' manual.

If it is felt a venue or aspects of the venue set up do not satisfy the World Archery rules, please consult the World Archery immediately, before proceeding or discounting with the venue.



ON ANY VENUE, ALWAYS MARK/INDICATE WHERE THE SHOOTING LINE AND THE TARGET LINE ARE TO BE AND BUILD THE REST OF THE VENUE AROUND IT. No construction is to begin until these two areas are established, measured and clearly marked for all on venue to see and work/build from their location.

Remember, do not assume people know about archery, especially contractors and venue managers/staff. Therefore, take the time to explain the need/requirement and why as sometimes the non-archery experts can offer a better alternative solution. Pictures, videos, experiences say a thousand words so conduct a try archery exercise, demonstration, photos, video footage or take them to an archery event so they may get a wider understanding of archery and the needs and requirements.

### **Finding a suitable venue**

- The venue needs to generate good impressions for stakeholders to remember, have a good experience, feel comfortable and even return the following year, for those events being staged on more than one occasion
- Safe, secure and satisfy the rules and regulations of World Archery
- Show case the host nation, city, venue and the sport of archery
- Illustrate to viewers where in the world the event is taking place
- Make it unique and memorable
- Where athletes can perform at their best
- Easily accessible location for spectators and athletes

## 2.1.1 Qualification Venue

### Purpose

- To accommodate the qualification and preliminary eliminations matches for the individual, team and mixed team events.
- Enable athletes to practice for each stage of the competition

### What a qualification venue can be

- Purpose build archery venue
- Current stadium/arena
- Large open field, park or open space
- Other sporting venues such as, football, rugby, hockey, cricket or horse racing venues

### Number of Days

Depending on the event, 7-8 days total potentially consisting of the following:

- 1-2 days unofficial practice (does not need to be staged on the official field). Check the World Archery rule book if there are a defined number of practice days for the event being hosted.
- 1 day official practice and equipment inspection
- 4-5 days of competition
- 1 day of practice after the individual and team elimination phase of the competition, if the finals venue does not have capacity

### Specifications

- Ability to cater for a large quantity of people, such as athletes, coaches, officials, volunteers, World Archery staff, organising committee staff, VIPs, guests and spectators (approximately 400-600 capacity)
- Ideally with calm weather conditions
- Flat, level space, not undulated, measuring a minimum of 120m × 200m for the competition. Can be shorter if a sufficient safety wall is fitted.
- A secondary flat, level space, not undulated, measuring a minimum 80m × 100m to act as a warm up/practice area, which should not be more than 200m away from the competition area
- For safety, a clear distance of 50 to 60 metres should be behind the target line. If this is not possible, a safety wall should be constructed behind all the targets. As a basic guideline the safety wall should be a minimum 3m behind the targets, 4m high and full width of the target line. Please consult World Archery on safety wall designs
- Shooting line area and target area must be flat, level, stable and of parallel heights to each other
- Good drainage for large amounts of rain
- Athletes need to walk directly from the shooting area to the targets to score and retrieve their arrows throughout the day

### Orientation

- Always refer to the World Archery rule book for specific requirements
- Outdoor shooting ranges should be oriented to the north-south direction (lengthways) with a tolerance of 20 degrees to avoid shooting into the sun
- Consider where the sun rises and sets and the impact to the field throughout the day

## Surfaces

- Normally grass
- Concrete (careful of where arrows might go that miss the target)
- Sand, wood chip
- Temporary flooring (must be secure)
- Carpet (must be secure)

Whatever the surface, always consider how the ground will react in bad weather, will it flood, become muddy, undulated, slippery or become a hazard to persons safety or event delivery?

## Podiums/Platforms

- Can be used to level the ground or take the slant/angle out of the ground
- Improve the surface of the ground
- Make the target of parallel height to the shooting line

Platforms for the shooting line area are not ideal as it is an area where athletes perform, with high concentration. The shooting area consists of a lot of athletes, coaches, officials, committee staff, volunteers and media all moving around the shooting area at once. Therefore the ground needs to be stable, not bouncy, noisy or vibrate the feeling of people moving on the platform while shooting takes place.

Platforms are also costly considering the large scale and size of the qualification range with 80 targets and from 400 people to support.

Remember, each target area should represent the same and consistent environment/condition as all the other targets to provide a fair playing field to all.

## Defining the main field of play

To avoid unauthorised access and keep the competition area clean:

- Use crowd barriers
- Fencing
- Existing barriers/fences
- Sponsor, look and feel banners, 'A' Boards
- Rope, chains, visible tape
- Trees, bushes or other plants temporary or existing

Try to secure and keep separate the athletes sheltered area from spectators and non-competing athletes to prevent the area becoming congested.



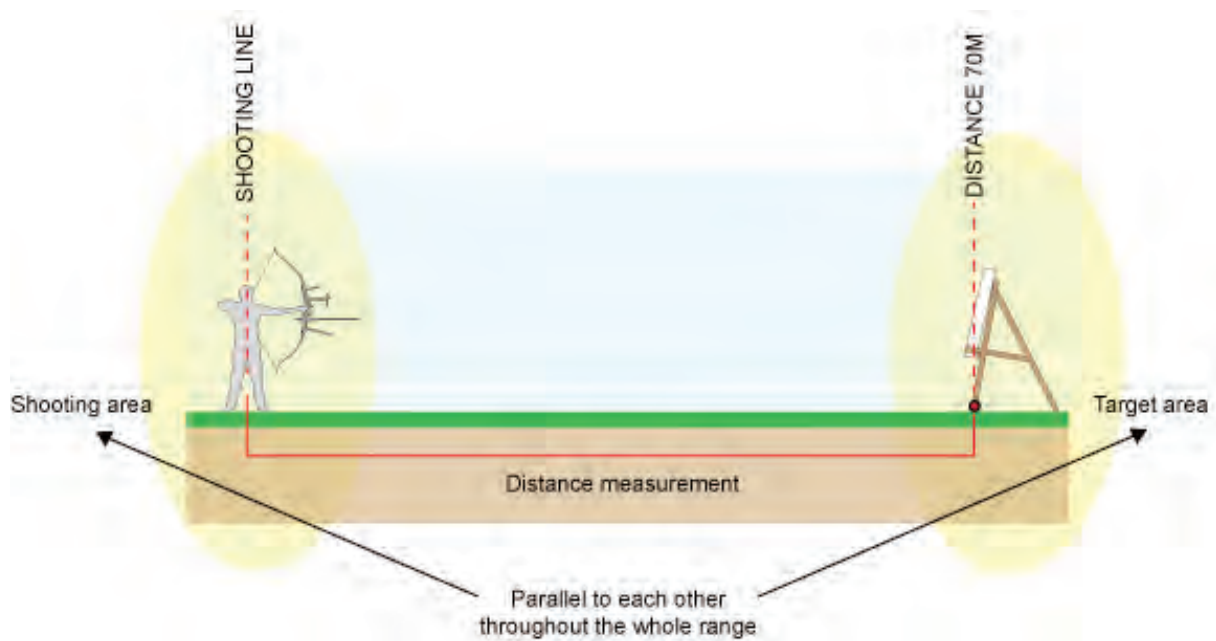
### People at a qualification venue

Below is a list of people that would typically be present at a qualification venue:

- Coaches
- Athletes
- Team Officials
- Media, Press and Photographers
- Potentially mobile TV crews
- Spectators
- Local Organising Committee Staff
- Volunteers
- World Archery Officials
- National Federation Officials
- World Archery Staff
- Sponsors
- VIPs and visiting guests
- Observers from other events
- Medical and Anti-Doping Staff
- Drivers of event vehicles
- Catering Staff
- Existing Venue Staff
- Security
- Logistics
- Cleaning and Waste Staff

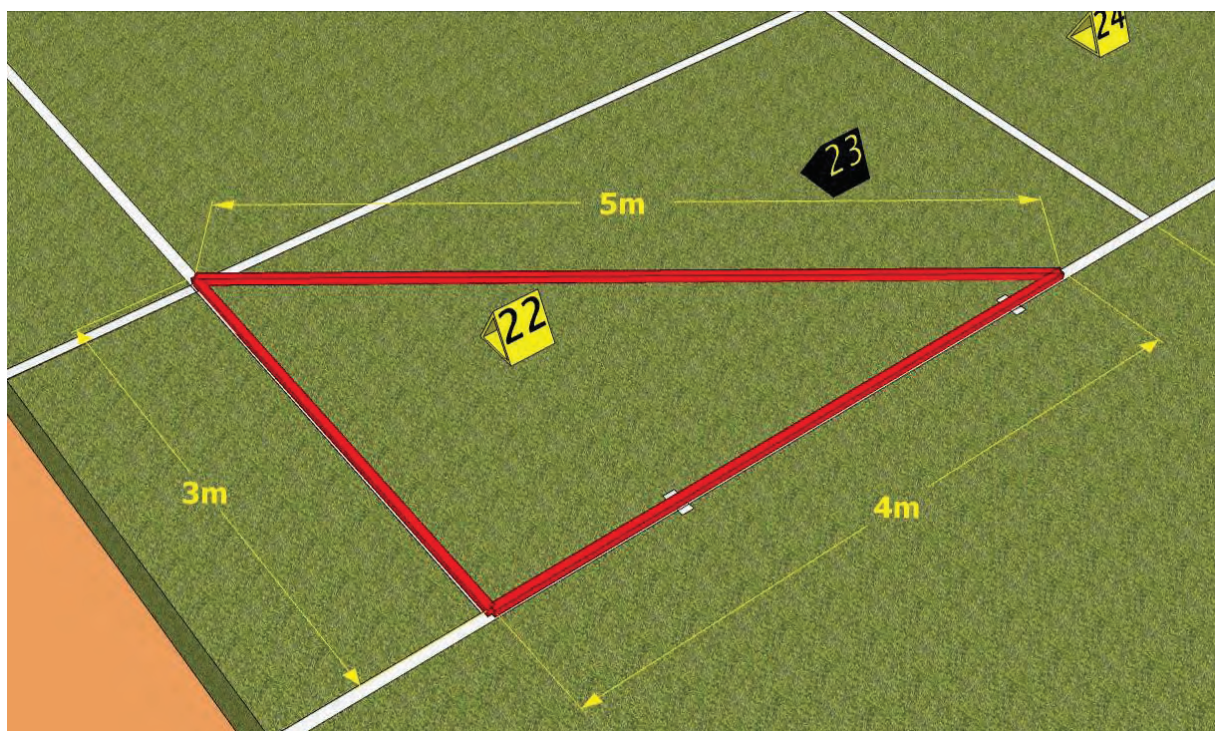
## Qualification Setup

- Always refer to the World Archery rule book for requirements.
- Shooting distance is a measurement between the shooting line a point vertically beneath the gold of each target face. Tolerance should be the same as the warm up and practice field.



## Competition lines and markings

- All lines on the field of play should be squared off using the Pythagoras theorem: please refer to illustration.

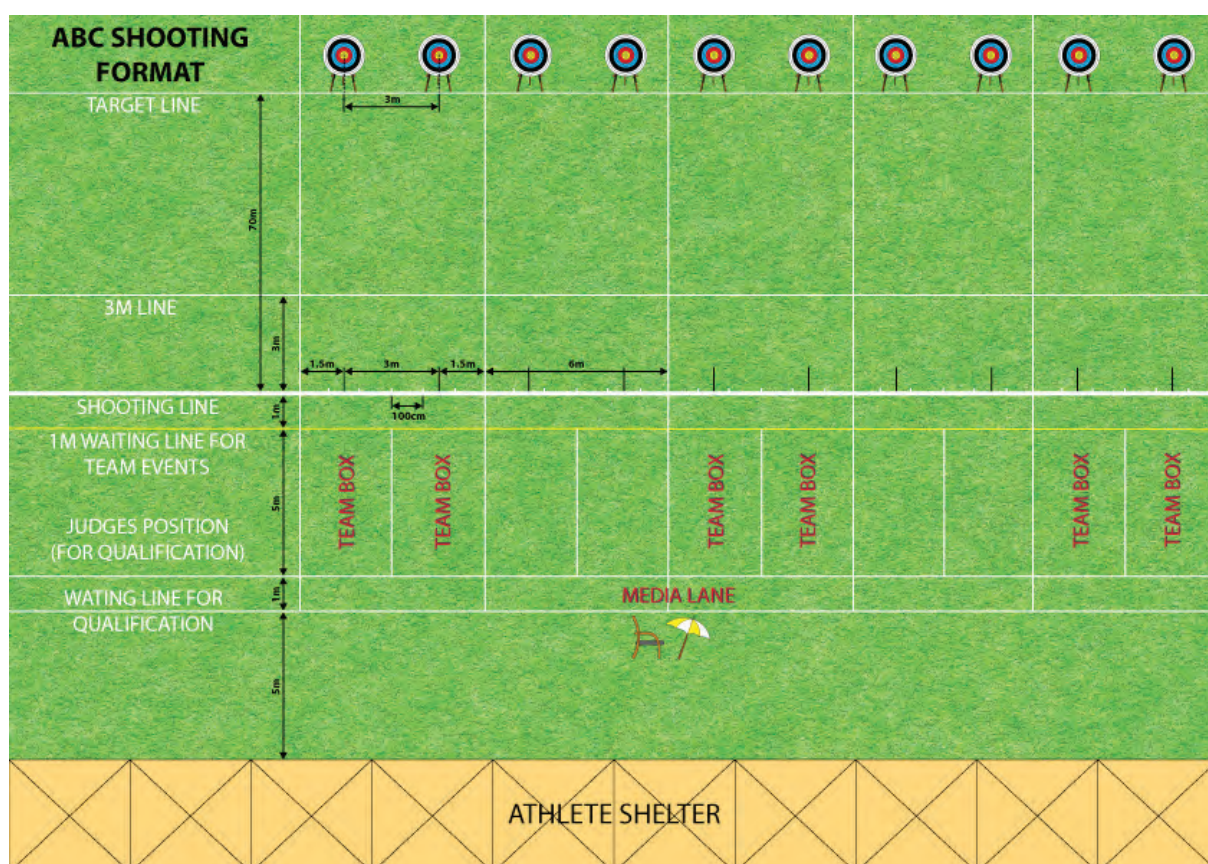




- A distance of 6 meters should be between the waiting line and the shooting line.
- The media lane is measured 1 meter in front of the waiting line (towards the target direction).
- The equipment line is 5 meters behind the waiting line, opposite direction from the target. The athlete shelter can be built from here.
- The 3 meter line is located in between the target and the shooting line. Measure 3 meters from the middle of the shooting line to the furthest edge of the 3 meter line (direction towards the target). Alternatively, the 3 meter line can be a thin white cord/rope (securely fitted to the ground to avoid tripping people) rather than a painted white line.
- Lines should be in white, measuring between 4cm – 6cm in width.
- Waiting line, Media Line, Equipment Line can be in a different colour to differentiate from each other and in particular the shooting line.
- The shooting line can be double thickness i.e. 10cm-12cm to be clearly identifiable.

### Competition lines, markings and shooting format

- Distance between the targets
  - ABC shooting format – 6 meters
  - AB-CD shooting format–4.80 meters–6 meters depending on the shooting format used
- Space on the shooting line per athlete
  - ABC shooting format–ideally a minimum of 1 meter (100cm) per athlete
  - AB-CD shooting format: ideally 1.2 meters per athlete
- Mark on the shooting line the centre of each target and the area each athlete has on the shooting line



For the team and mixed team elimination competition,

- a) An additional waiting line, 1 meter running parallel behind the shooting line will be required.
- b) A separate line is needed from the shooting line to the media line to identify two separate areas for each competing team. This will also be the position for the Line Judge.
- c) One coach per competing team will be permitted to stand at the back of the teams box

### **Qualification setup**

- Target numbers and wind flags on top of each of the targets.
- Corresponding target numbers to be placed 2 meters in front of the shooting line.
- Athlete/team name boards (for the elimination phase of the competition) to be placed on either side of the corresponding target numbers, 2 meters in front of the shooting line.
- Windssocks, (minimum 2) one either side of the range, 45 meters from the shooting line. The height of the windsock should be between 2.5 and 3.5 meters above the ground.
- Outdoor speakers for the public announcing system, placed on either side of the range, 30meters in front of the shooting line.
- Two routine clocks (digital countdown timers) to be placed on both sides of the field of play, roughly 30 meters in front of the shooting line.
- One timing control system for the Director of Shooting to control the routine clock
- Public Announcing System and audio mixer to make announcements and play music by the sport presentation team
- Target faces
- Replacement targets, centres and target stands
- Radios for the field of play crew and judges/DOS
- Athlete (back) numbers for both the qualification/ranking and elimination phase of the competition

Please refer to the sport equipment list 2.2 and venue spaces 2.1.8f section for further details.

### **Number of targets**

- The more targets there are, the more categories and bow disciplines can participate at once, throughout the various stages of the event, reducing the length of the day.
- Please refer to the amount of athletes per category and discipline to establish how many targets are required for the event. A recommendation would be no less than 70 targets
- Please use the target layout Excel file, provided by World Archery, to view the layout of all the targets on the qualification/practice range for each stage of the event from unofficial practice, official practice, qualification/ranking, elimination phases for individual, team and mixed team events.

### **Target distance for the event**

- Please refer to the World Archery rule book for the correct distances of the event being staged.
- Recommend to place the targets at the furthest distance i.e. 70m closest to the Director or Shooting tent and the targets at the shortest distant to be the further away from the director of shooting tent. This enables the judges, sports presentation and the director of shooting a clear and uninterrupted view of the entire qualification/practice range.

### **Show Range**

To satisfy media interest and live streaming audiences, World Archery and its local event organisers constructed a small separate range “Show Range” consisting of 2 targets to either the far left or far right side of the qualification

range. This is to stage and make more visible specific matches that involve a local athlete, current Olympic or World Champion during the preliminary eliminations matches, rounds of 1/48, 1/24, 1/16, 1/8 and so on to enable archery fans to watch specific matches.

Once the elimination bracket is completed by the World Archery Results team, World Archery and the Local Organisers select matches that would appeal to the local media and streaming audiences to be moved to this separate range. The local organising committee team and sports presentation will need to be made aware of which matches to move the athlete name boards and announce that their match has been moved to this range rather than the assigned target.

Upon request by the local organising committee, World Archery can rent out the Event Tool Box to live stream selected matches. Some local organising committees have also encouraged local spectators to the preliminary and installed a large video wall to enable them to watch.

## Space requirements

- Practice range
- 5m black target range
- Main qualification/ranking range
- Athlete shelter/set up area
- Athlete rest area/lounge
- Catering facility for all
- Local Organising Committee offices
- Local Organising Committee sport equipment storage area
- World Archery Offices
- World Archery equipment and TV equipment storage area
- Secretary General Office
- VIP/sponsor and invited guest area/lounge if required
- Spectator seating area
- Spectator refreshment area
- Separate toilets for all the stakeholders
- Judges/Officials meeting room/rest area
- Jury of Appeal room
- Media Centre
- Medical and First Aid area
- Bottled water distribution station
- Information distribution area
- Help desk
- World Archery Results Area
- Accreditation
- Registration
- Pick up and drop off area for event transport
- Waiting area for accredited persons waiting for event transportation
- Athlete equipment repair booth (World Championships and multi sporting events)
- Athlete bow storage area
- Team Managers meeting area for approximately 100 people
- Equipment inspection
- Exhibition area for archery shops and trade stands



- Volunteer rest/storage area
- Driver rest area
- Designated smoking area

## Signage

- Signage should be easily visible, clear to read and in English and the local language (if required)
- Make sure to walk all routes from all entrances and pathways to make sure signage is visible, in the correct location and giving the correct information
- If it is not possible to have signage for some areas or the route is complicated, ensure to have volunteers and local organising committee staff to be on location to give instructions and guidance.

## Example of the signage usually required

- Practice Range
- Qualification Range
- Athlete Areas
- Athlete Rest Area/Lounge
- Athlete Equipment Storage
- Athlete Equipment Repair Booth
- Directions to the Team Managers Meeting location or collection point if at another venue
- Director of Shooting
- Accreditation
- Results Office
- Team Registration
- Welcome Desk & Information Desk
- Equipment Inspection
- Catering Area
- Media and Press Centre
- Mixed Zone Area
- Spectator Area
- Media and Photographer positions on the field of play
- Technical Officials Meeting Room and Rest Area
- Volunteer Rest Areas
- Local Organising Committee Sports Equipment Storage
- Medical area
- Anti-Doping
- Toilets
- Smoking Area
- Water Distribution
- Workforce Registration
- Local Organising Committee Offices
- World Archery Offices
- Secretary General Office
- Classification Area (Para Archery Events)
- Wheelchair Repair (Para Archery Events)

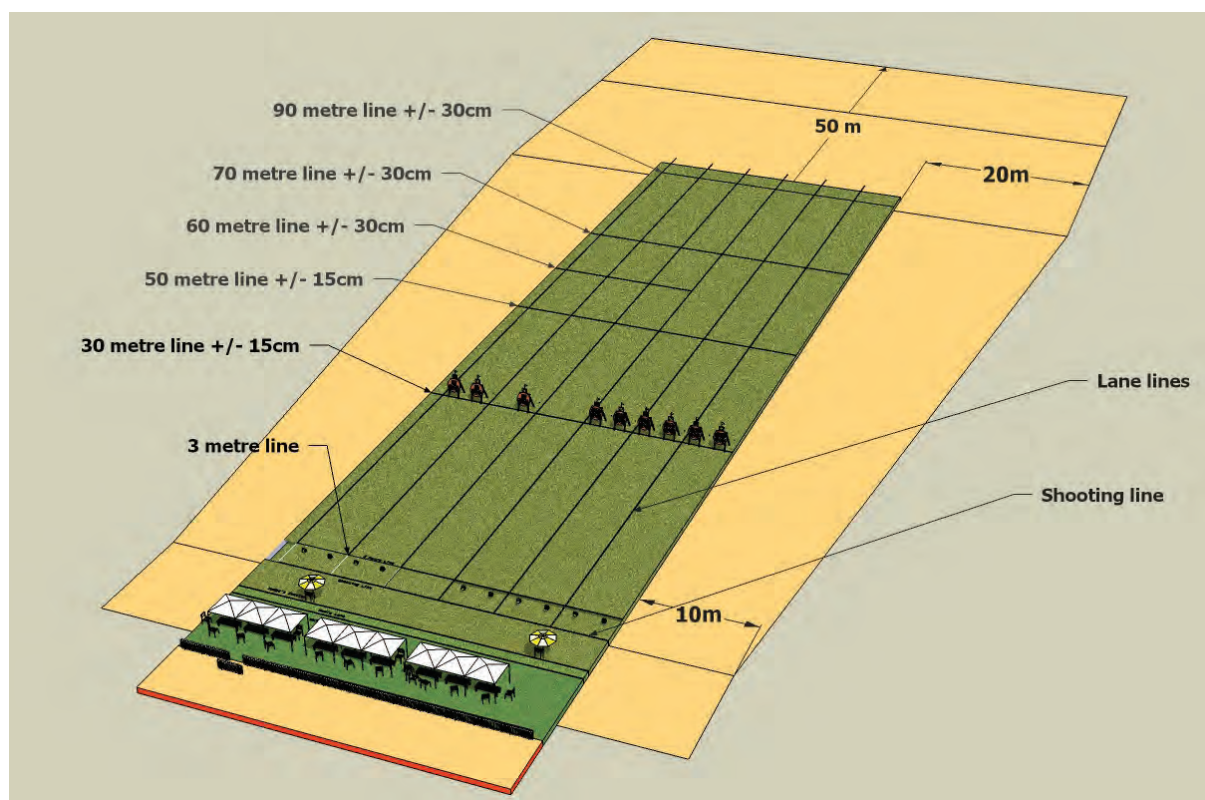
## Practice Field/Range

- Ranges should be flat and level throughout.
- Ideally the same direction as the main field of play.
- Should be no more than 200 metres distance from the qualification range.
- Total number of athletes divided by 8 should give an indication of how many practice targets are required.
- One target set at 30 metres for the opportunity for bow tuning
- Athletes will walk directly from the shooting line to the target to score and retrieve their arrows.
- Bottled water distribution station.
- Shelter, chairs and tables for the athletes, coaches and officials.
- Only persons with the correct and valid accreditation.

## 5m black boss targets

- Should be around 6 targets with no target faces for athletes to warm up.
- Next to the practice range and operate to signalling instructions.
- Can be in a different direction of shooting but should always be safe and under controlled shooting signals.

The below illustration shows the measurements for the perimeter of a qualification range:



## 2.1.2 Finals Venue

### Purpose

- To accommodate the medal matches for the individual, team and mixed team events.
- For spectators and media to watch each medal match individually.
- Make the event entertaining, unique and memorable.

### What a finals venue can be

- Iconic/touristic/recognisable location that defines a country, region or city such as, the city centre, park, plaza, historic fortress/castle/palace, religious building, government building or lake/canal/beach
- Purpose built archery venue
- Current stadium/arena
- Other recognisable sporting venues such as, football, rugby, hockey, cricket or horse racing venues
- Anything creative, please consult World Archery in any ideas immediately

### Number of Days

Not including installation and depending on the event, 2-3 days in total potentially consisting of the following:

- 1 day of testing, victory ceremony/athlete shooting rehearsals and (for World Cup Finals) athlete familiarisation/ practice prior to competition
- 1 day of compound finals
- 1 day of recurve finals

### Specifications

- Ability to cater for a large quantity of people, 1000-3000 total capacity
- Accessible location for spectators and media
- Ideally with calm weather conditions
- Flat, level space, (otherwise use platforms) measuring a minimum of 40m × 100m for the competition field of play plus whatever extra space may be required for the spectator stands and other venues spaces for operations
- A secondary flat, level space, not undulated, measuring a minimum 40m × 100m to act as a warm up area, which should not be more than 200m away from the competition area

### Specifications continued

- For safety, a clear distance of 50 to 60 metres should be behind the target line. Even with a large safety distance there should be no visual disturbance behind the targets that could affect competing athletes. For example, moving cars that could reflect sunlight when passing. If this is not possible, a safety wall should be constructed behind all the targets. As a basic guideline the safety wall should be a minimum 3m behind the targets, 4m high and full width of the field of play (20meters). Please consult World Archery on safety wall designs
- Shooting line area and target area must be flat, level, stable and of parallel heights to each other
- Good drainage for large amounts of rain

## Orientation

- Always refer to the World Archery rule book for specific requirements
- Outdoor shooting ranges should be oriented to the north-south direction (lengthways) with a tolerance of 20 degrees to avoid shooting into the sun
- Consider where the sun rises and sets and the impact to the field throughout the day. For example, shadows from nearby buildings, spectator stands, safety walls or other temporary structures. In addition, when shooting over or near water, what reflection or glare could happen to disturb athletes shooting?

## Surfaces

- Over water
- Grass
- Concrete (careful of where arrows might go that miss the target)
- Sand, wood chip or stones
- Flowers
- Temporary flooring/platforms (must be secure)
- Carpet (must be secure)

Whatever the surface, always consider how the ground will react in bad weather, will it flood, become muddy, undulated, slippery or become a hazard to persons safety or event delivery?

## Podiums/Platforms

- Used to level the ground or take the slant/angle out of the ground
- Improve the surface of the ground
- Make the target of parallel height to the shooting line

Platforms for the shooting line area are not ideal as it is an area where athletes perform, with high concentration. Therefore, the platform needs to be stable, not bouncy, noisy or vibrate the feeling of people moving on the platform while shooting takes place.

Caution when using platforms because when performing athletes and targets (the main focus for spectators) are raised, will also mean the spectators, media, technical operations tents and television cameras will also need raising to be able to see the athletes sufficiently. A coliseum style set up has proved satisfactory to ensure athletes are placed at the centre of attention and a clear, unobstructed view can be enjoyed by spectators and media.

If using platforms, ensure they are scaled correctly to be able to accommodate the athletes (particularly two competing teams), officials, coaches, athlete monitors, athlete equipment and television cameras. If platforms are too small, everything will appear squeezed/cramped, if too large the athletes/targets will appear lost/too small compared to the podium/platform.

Remember, each of the 2 targets used in the finals venue should present the same and consistent environment/condition as the other target to provide a fair playing field for all.

When staging a familiarisation (usually for the World Cup Final only) two additional targets will need to be installed for this training period.

## Defining the main field of play

To define the main field of play, avoid unauthorised access and keep the competition area clean:

- Use crowd barriers
- Fencing
- Existing barriers/fences
- Sponsor, look and feel banners, 'A' Boards
- Rope, chains, visible tape
- Trees, flowers, bushes or other plants temporary or existing

## People at a finals venue

Below is a list of people that would typically be present at the finals venue:

- Coaches
- Athletes
- Technical Officials
- Team officials
- Media, press and photographers
- Mobile TV crews
- Spectators
- Local Organising Committee Staff
- Volunteers
- World Archery Officials
- National Federation Officials
- World Archery Staff
- Sponsors
- VIPs and visiting guests
- Observers from other events
- Medical and Anti-Doping Staff
- Drivers of event vehicles
- Possibly Catering Staff
- Existing Venue staff
- Security
- Logistics
- Cleaning and Waste staff

## Finals Venue Setup

Always refer to the World Archery rule book for requirements.





## Coaching Boxes

1 coaching box 1m<sup>2</sup> for each target will be placed approximately 5 meters behind the shooting line and to the side corners (dependant on TV camera views) for a coach from each team to stand. Coaches' boxes are usually provided by World Archery at World Archery events.



## Judges Area

- A marker will be placed on the main field of play to indicate the basic position of where the line judge will be during the match.
- The location will be agreed with the TV Director, World Archery Technical Delegate/Event Director and the World Archery Chair of Judges.
- World Archery will provide a marker for the line judge's position.

## Display LED Panels

Usually at World Archery events there are between 19-21 meters of electronic LED panels, to promote event sponsors. The LED panels form in an 'L' shape, starting approximately 6 meters behind the shooting line and follow down one side of the shooting area on the main field of play depending on the venue image.

NOTE: branding and/or addressing will be required to the back of the LED panels.



## Finals venue setup

- Target numbers and wind flags on top of each of the two targets.
- Corresponding target numbers to be placed 2 meters in front of the shooting line.
- One TV monitor for each target, located 3 meters in front of the shooting line for athletes' to view their arrows in the target. At World Archery events, these will be provided by World Archery.
- Windssocks, (minimum 2) one either side of the range, 45 meters from the shooting line. The height of the windssock should be between 2.5 and 3.5 meters above the ground.
- Outdoor speakers for the public announcing system, placed ideally on the ground around the main field of play facing at an upwards angle to the spectators.
- Two routine clocks (digital countdown timers) to be placed on both sides of the field of play, roughly 45-50 meters in front of the shooting line.
- One timing control system for the Director of Shooting to control the routine clock
- Public Announcing System and audio mixer to make announcements and play music by the sport presentation team
- 2 large score boards and 1 wind/arrow speed electronic boards, usually 45m from the shooting line in a position for spectators and officials to see
- 1 large video wall usually to the left or right of the targets for spectators and VIPs to have a clear view
- Space for new and used target faces
- Replacement targets, centres and target stands
- Radios for the field of play crew

Note: The location of the score boards and routine timers on the main field of play is flexible to enable athletes, coaches, officials and spectators to have a clear view.

Please refer to the sport equipment list and venue spaces section for further details



## Target distance for the event

- Please refer to the World Archery rule book for the correct distances of the event being staged.
- Recommend the main field of play will need to accommodate all the distances used in the competition i.e. 50 meters for compound, 70 meters for recurve and 60 meters for recurve cadet events. Local organisers will need to factor in transition times to adjust to each of the categories, in particular if using platforms.

## Space needs

- Practice range
- 5m black target range
- Main field of play
- Athlete shelter/set up area and warm up area
- Athlete rest area/Lounge
- Canteen for all
- Local Organising Committee offices
- Local Organising Committee sport equipment storage area
- World Archery Offices
- World Archery equipment and TV equipment storage area
- Secretary General Office
- VIP/sponsor and invited guest area/lounge if required
- Spectator seating area
- Spectator refreshment area
- Separate toilets for all the stakeholders
- Judges/Officials meeting room/rest area
- Jury of appeal room
- Media Centre
- Medical and first aid area
- Bottled water distribution station
- Athlete call room/waiting area be the main FoP athlete entrance
- Information distribution area
- Help desk
- World Archery Results Area
- Accreditation
- Registration
- Pick up and drop off area for event transport
- Waiting area for accredited persons waiting for event transportation
- Athlete equipment repair booth (World Championships and multi sporting events)
- Athlete bow storage area
- Team Managers meeting area
- Equipment inspection (for the World Cup Final only)
- Exhibition area for archery shops and trade stands
- Volunteer rest/storage area
- Driver rest area
- Designated Smoking Area

## Signage

- Signage should be easily visible, clear to read and in English
- Make sure to walk all routes from all entrances and pathways to make sure signage is visible, in the correct location and giving the correct information
- If it is not possible to have signage for some areas or the route is complicated, ensure to have volunteers and local organising committee staff to be on location to give instructions and guidance.

## Example of the signage usually required

- Practice Range
- Qualification Range
- Athlete Areas
- Athlete Rest Area/Lounge
- Athlete Equipment Storage
- Athlete Equipment Repair Booth
- Director of Shooting
- Accreditation
- Results Office
- Team Registration
- Welcome Desk
- Information Desk
- Catering Area
- Media and Press Centre
- Mixed Zone Area
- Spectator Area
- Media and Photographer positions on the field of play
- Technical Official Meeting Room and Rest Area
- Volunteer Rest Areas
- Local Organising Committee Sports Equipment Storage
- Medical Area
- Anti-Doping
- Toilets
- Smoking Area
- Water Distribution
- Workforce Registration
- Local Organising Committee Offices
- World Archery Offices
- Secretary General Office
- Classification Area (Para Archery Events)
- Wheelchair Repair (Para Archery Events)

## Warm up Field/Range

- Usually for the athletes to warm up and practice for 1 hour before their match on the main field of play.
- Warm up targets should be the same direction as the main field of play. If this is not possible due to the location of the finals field, please inform the World Archery Event Director before continuing.
- Accredited area only but can be visible for spectators
- Tables, chairs and bottled water
- Athlete shelter to protect athletes and coaches from the weather conditions and is secure to store their equipment for the duration of the session.
- 4 to 8 targets at the same distance as the competition field.
- Windssocks, (recommend 2) placed on both sides of the range, 45 meters from the shooting line. The height of the windssock should be between 2.5 and 3.5 meters above the ground.

## Safety Walls, fences, banners, signs and seats

- Safety walls, fences and banners must be securely constructed and fixed to sustain the impact of bad weather and prevent injury to anyone.
- Spectator seating should not have any white, yellow, silver, gold and other light colours that cause reflection that can interfere with the vision of athletes. In addition, the fencing/rails of spectator seating should be in dark non reflective colours for TV. If this is not possible, then paint or dress with event look/banners.
- Any fences, banners and safety walls dressed in event look must be securely attached to prevent sagging, movement or injury to personnel during bad weather and venue use.
- Safety walls should be of solid construction, level to the ground surface with no gaps (that arrows can slide underneath) and a minimum of 4m high and 3 m behind the target. The safety wall structure can be made using metal but all joints and structures must be covered in wood, with no gaps in the joins, to prevent shattering and deflection of arrows on impact. 5 ply wood has proved successful in previous events. Please refer to Appendix 4 for previous testing on material used on safety wall construction.
- Consult World Archery with any safety wall designs
- The colour and decoration of the safety wall, directly behind the targets, should be of consistent colour, not distort the target or reflective that will distract athletes while shooting.

## Lighting

The following factors should be considered if the organising committee wish to stage the finals at night:

- Sufficient lighting around the venue for all stakeholders to move around safely
- Enough light on the shooting line and on the target line, that is not distractive or disturbing for athletes to be able to compete at their best
- The practice/warm up range should have the same lighting conditions as that of the main field of play for athletes to transfer easily between ranges
- Enough, sufficient lighting for television to be able to deliver their production

Please refer to the Appendix 3 to see illustrate examples of qualification and finals venues at World Archery Events.

### 2.1.3 Indoor Events

Indoor venues can be sports halls, leisure centres, exhibition halls, professional tents or other large/vast indoors spaces

- Lighting should be evenly distributed on the range with a recommended minimum intensity of 100 foot candles (1076 lux) average over the range.
- The minimum recommended lighting for televised events in high definition is an average of 285 foot candles (approximately 2,000 lux upwards). The light should be ideally distributed evenly across the range with consistent colour.
- Lighting should be positioned with focus on the shooting line and the targets. However, ensure light installation does not blind athletes, spectators, officials or operational staff. In addition, be mindful of what shadows are cast.
- Temperature should be a consistent and comfortable room temperature between 18 and 23 degrees.
- Flooring flat and level, usually either carpet, concrete or sports acrylic applied surfaces. Always consult with the venue owner of protective procedures of the venue floor, especially during the assembly and disassembly phases.
- Safety Wall directly behind the targets for those arrows that miss the target. Ensure arrows cannot penetrate through the walls of the venue or shatter or rebound and come back towards people within the venue. Nets or fabric are not sufficient.
- Toilets, enough to cater for the number of male, female and disabled people
- Emergency exits should always be visible, operational, unlocked and unobstructed.
- Please refer to the World Archery rule book for the minimum space on the shooting line.

### Indoors Events

There is a little more flexibility with indoor venues on orientation and space as the distance shot is shorter and not open to the weather elements. The most important consideration to indoor venues is the strength of light on the range, sunlight seeping in from the outside and temperature control.

### Qualification venue

- Exhibition centre
- Leisure Centre/existing sports facility
- Disused Building, studios
- Disused Aircraft hangers
- Very large industrial secure tents

### Finals Venue

- Exhibition centres
- Leisure Centres or existing sports venues
- Shopping malls
- Church/Cathedral
- Museums
- History arenas
- Disused buildings
- Very large lobbies

## Safety Wall

- Should be 4m high and cavedated (space in between) if people are to be behind
- Level, touching the ground and with no gaps between the floor and the safety wall
- Made of wood as it catches the arrow without damage or rebounding
- Safety wall support structures should be hidden safely behind the wood to prevent arrows hitting it, rebounding or sustaining damage.
- Wooden panels should fit closely together with no gaps
- Any structures used to build the safety wall, such as scaffolding, should be hidden and not poking above or either side of the safety wall

Please refer to the Appendix 4 for safety wall testing

## Arrangement of spectator stands

- Ideally on either side of the shooting range (roughly 2 metres from the shooting area and continue on an outward angle of 6 degrees from the shooting range to the target area)
- Tiered seating with entry to the stand from the rear
- Regular aisles for ease of entry and exit from the seated area
- Should ideally be angled (narrow at the shooting area going wider towards to the target area) to ensure safety and a better view
- Ensure there are zones/spaces for disabled spectators and wheelchair users
- Consideration to the location of the World Archery technical area (consisting of the director of shooting, sports presentation and TV production team) that they have a clear and unobstructed view of the main field of play
- Separate seating for the VIPs, sponsors and invited guests, usually located behind the range or either side of the shooting area

Note: Any alternative locations, creative ideas, World Archery must be consulted first before proceeding or eliminating the idea.

### 2.1.4 Project Management

Before setting up the venue it is vital to establish:

- What needs to be done?
- How long does it take to do?
- When does the task need to start?
- When does the task need to be finished by?
- When was the task completed?
- Who will be responsible for delivering the task?
- Process indicators:

 **Green:** All ok and will be delivered on time

 **Amber:** Progressing but needs additional action to be delivered on time

 **Red:** Cannot be delivered currently and is endangering event delivery on time

The below table gives an example of how to structure:

Task	Responsible Person	Start Date DD/MM/YY	Finish Date DD/MM/YY	Completed Date DD/MM/YY	Status:	Comments
					Green	
					Amber	
					Red	
<b>Event concept/idea</b>						
Event goals & objectives						
Establish event budget						
Venue and accommodation agreement						
Prepare and send bid documents						
Establish roles & responsibilities						
Recruit functional area heads						
Recruit Sponsors						
Legacy and sustainability						
Create invitation package						
<b>Planning</b>						
Set monthly meetings and targets						
Project Management Plan						
Reserve accommodation and venues						
Promotional Plan						
Ticketing Plan						
Television requirements						
Sports Equipment list (plan and procure)						
Technology, furniture and fittings planning and procurement						
Competition Schedule						
Target Layout according to entries						

Task	Responsible Person	Start Date DD/MM/YY	Finish Date DD/MM/YY	Completed Date DD/MM/YY	Status:	Comments
					Green	
					Amber	
					Red	
DCAS						
Catering menus/plans						
Venue and space plan						
Venue building schedules						
Venue disassembly schedules						
Spectator seating plans						
Plan transport requirements						
Workforce dot planning, recruitment and training						
Security and accreditation zoning						
Logistics planning						
Transition planning between qualification and finals venue						
Signage and wayfinding planning						
Venue Branding, look and feel planning						
Technology requirements						
Media and Communications Plan						
Medical Planning						
Radio Fleet Map						
Rehearsal Plan						
Legacy and sustainability planning						
Venue Operations during and after event						
Contingency Planning						
Evacuation Planning						
Risk Assessments						

Task	Responsible Person	Start Date DD/MM/YY	Finish Date DD/MM/YY	Completed Date DD/MM/YY	Status: Green Amber Red	Comments
Team Manager Meeting Booklet						
<b>Venue Development</b>						
Mark shooting and target lines						
Activate power and internet supply						
Set up Practice Ranges						
Set up Qualification Range						
Set up Finals Range						
World Archery Technical Tent						
Install furniture and fittings						
Transition between qualification and finals venues						
Set up try archery						
Install Branding, look and feel						
Install wayfinding/signage						
Photo and Media coordination						
TV installation						
Toilets						
Venue familiarization for all						
<b>Services</b>						
Event Entries & Registration						
Arrival and Departure						
Accreditation						
Catering, cleaning and waste						
Transport						



Task	Responsible Person	Start Date DD/MM/YY	Finish Date DD/MM/YY	Completed Date DD/MM/YY	Status:	Comments
					Green	
					Amber	
					Red	
Spectator Services						
Anti-Doping						
Sports Presentation						
Victory Ceremonies						
Athlete Services						
Results Services						
Workforce						
<b>Analysis and Evaluation</b>						
Debriefing						
Evaluation and Assessment						
Thank sponsors, supports, staff and volunteers						
Create Final Report						
Transfer of knowledge for future events						
Event legacy delivery						

This table can be made as specific and as detailed as needed to gain a clear understanding of what is to happen, by when, by whom and the tasks current status to manage effectively and apply actions as needed.

### 2.1.5 Radio talk groups

- World Archery usually bring their own radios to World Archery events and will issue some key members of the organising committee with a World Archery Radio.
- Ear pieces are required for those operating in and around the main field of play to avoid radio chatter disturbing athletes, operational staff and spectators listening to internal communication.
- Organising committee should still provide their own radios for their own internal communications between venues and functions.

Normally nine talk groups within the World Archery radio fleet map:

Channel	Area	Quantity
1	Organising Committee	2
2	Director of Shooting, Spotters and Judges	12
3	Anti-Doping	1
5	Falco Eye	2
6	Results	4
11	World Archery Management	6
12	World Archery TV	4
14	World Archery Media	4
15	Sports Presentation and Athlete Marshalls	5

An example of a radio fleet map to illustrate who uses a radio and who communicates with whom can be found in Appendix 1.

### Rehearsals

Once the venues are built it is worth conducting role playing exercises and rehearsals to ensure everyone knows what to expect, get comfortable and familiar with the procedures and role in which they need to perform in various situations. Rehearsals helps to prevent confusion, mistakes and makes the overall operation operate smoothly and professionally.

Please refer to Appendix 2 for an example of a rehearsal planning sheet for the finals venue.

### 2.1.6 Operational Checks

Once the field of play is set up it will be necessary for the local organising committee to conduct checks and tests for each session to ensure the field of play is operational and ready for the day of competition.

The local organising committee should complete the following check-list 30 minutes PRIOR to opening the space to clients. Any issues should be raised in person with the Competition/Event Manager, World Archery and Technical Delegate.

No.	FOP Checklist	Checked	Comments
1	Target faces applied, ready to go		
2	Target stands pegged/screwed to the ground/floor		
3	Target numbers on in correct position		
4	Flags on targets. Both correct		
5	TV cameras inside or on targets		
6	Routine clocks working (World Archery)		
7	Spare targets ready to go		
8	Enough spare target faces for all the sessions matches (holes for TV)		
9	Enough target pins in targets?		
10	Wind Speed meter working (World Archery)		
11	2 electronic scoreboards working (World Archery)		
12	Arrow speed meter working (World Archery)		
13	Distance boards (50m/60m/70m) in position		
14	Line boards (3m) in position		
15	Shooting line (S/L Boards) in position		
16	Waiting line W/L boards in position		
17	Coaches boxes and judges mark in position		
18	Security barriers all in place		
19	Windsacks		
20	Towels and water in athletes call room		
21	Video Board (final field) working (Supplier)		
22	Video Scoreboard (final field) working (World Archery)		

No.	FOP Checklist	Checked	Comments
23	TV cameras ready (World Archery TV)		
24	2 athletes spotting monitors working (Tech)		
25	2 judges spotting monitors working (Tech)		
26	1 CATV working (Tech, judges target scoring room)		
27	Falco Eye targets working (Falco Eye)		
28	Water in judges Hut		
29	Bibs ready for Athletes Agents		
30	Arrow return tubes ready		
31	Podium ready to go when needed		
32	Venue ground staff clear on time (30min prior to competition starts)		
33	Lead has radio		
34	Check no cables are on show (all)		
35	All access points manned		
36	Look of the Games on FOP applied and safe		
37	Sponsor recognition logos and banners are in good condition and in the correct position		
38	Back-up signal flags and stop watch for the DOS		
39	Power and Internet working		
40	Audio system works		
41	Sport Presentation arrived and ready		
42	Judges arrived and ready		
43	Director of Shooting and Assistant arrived		
44	Athletes and coaches arrived		
45	World Archery personnel arrived		
46	All spaces and bins are clean, tidy and ready for operation		
47	Media Centre and Registration area ready		
48	VIP area ready		
49	Medals, cushions, cheques, trophies etc ready and medal bearers scheduled to arrive		
50	Podium, flags and anthems ready		

### 2.1.7 Contingency Planning

**Delay:** An event is considered delayed if it does not start at the scheduled start time or is interrupted after the schedule start.

**Postponement:** An event is considered postponed when it cannot be completed within the schedule session (or an extended session) and is rescheduled to another session on the same day or another day.

**Cancellation:** An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.

#### Causes of a delay or postponement

When for reasons outside the technical area of archery and the field of play, it would not be appropriate and/or safe to start or continue competition. Examples of these could be:

- Electrical problems or power outage
- Power failure with the venue or local electricity authorities
- Security/safety issue e.g. bomb threat or fire evacuation
- Weather conditions where the archery competition cannot start or continue while providing a quality, fair and/or safe level of competition for athletes, spectators and/or staff.

#### Decision making process

The decision to delay, postpone or cancel an archery session at a World Archery event will be made between the Technical Delegate, World Archery and Local Organising Committee Event Director to then inform the different member of the team as required.

The decision to start or continue a delayed session will be made between the Technical Delegate, World Archery and Local Organising Committee Event Director and it is for them to inform the different members of the team as required.

#### Rescheduling Options

If the competition is delayed, it will be resumed as soon as “normal” conditions can be re-established. Minor delays, e.g. due to injury to an athlete, or equipment failure can normally be accommodated within the competition schedule.

If the competition is postponed it will have a dramatic impact on the archery competition schedule. This session should be extended and a postponement should be avoided at all costs. Postponements are quite rare in archery. Rain, storms, lightning or fog may cause delay or postponement of the competition schedule.

Once shooting has started, it will continue in rainy and windy conditions depending on the intensity, safety and visibility.

#### Scenarios

Leading up to the event it is wise for local organising committees to have all their heads of departments together and run through some theoretical scenarios that could happen during the event, such as:

- Venue evacuation due to fire or bomb threats
- Transportation break down or delay
- Delays incurred as a result of seriously ill or injured athlete, official or coach requiring urgent medical attention and transportation to hospital
- Field of play incursion by a spectator
- Adverse weather conditions

For each scenario, consider the following:

- Steps to be taken and by whom
- Persons to be consulted
- Responsible person/department
- Assistant responsible person/department

### 2.1.7 Risk Assessment

To ensure the event and everyone attending the event are safe and the wellbeing of personnel is considered, organisers should conduct a risk assessment before the event:

- Check if there are any current local legislation in how venue (s) are set up and operated
- Review the venue (s) being used for the event to identify what hazards or potential hazards there are to personnel throughout the build, competition use and disassembly
- Who might be harmed and how
- What is already being done to reduce the risk
- What further action is needed to reduce the risk
- Actions to prevent risk are to be completed by whom
- Actions to prevent risk are done by when
- Date actions are completed by

### Evacuation Procedures

- Establish reasons for venue evacuation such as, fire, severe winds, flooding, lightning storms, terrorist attack or anything that endangers lives.
- Venue Manager and Event Manager should decide the best exits for evacuation, indicate on the venue plans and inform all stakeholders with these evacuation maps.
- Event Manager/Director, Venue Manager, Technical Delegate/World Archery Event Director should decide collectively to announce venue evacuation.
- Create a subtle and controlled protocol in how to raise the alarm without causing panic.
- Appoint local organising staff members to be responsible for evacuating all stakeholders from their area in a safe and orderly manner through the nearest exit.
- Create safe meeting points away from the venue for all stakeholders to meet after evacuating the venue to assess if any persons are still missing.
- Ensure ALL fire exits are clearly marked, unlocked, unobstructed and are functional daily.

### 2.1.8 Appendixes Index

- 2.1.8a Radio Fleet Map
- 2.1.8b Rehearsals
- 2.1.8c Qualification and Finals Venues
- 2.1.8d Safety Wall Testing
- 2.1.8e Venue Build Schedule
- 2.1.8f Venue Space Requirements

## Appendix 2.1.8a

### Radio Fleet Map

Please see below table as an example of a radio fleet map (used at the London 2012 Games) indicating who should have a radio and who talks with who during the competition.

<b>EVENT</b>	
<b>VENUE</b>	
EVENT START DATE	7/27/2012
EVENT END DATE	8/3/2012
<b>TOTAL NUMBER OF RADIOS</b>	<b>41</b>
<b>TOTAL NUMBER OF EARPIECE</b>	<b>34</b>

NO.	TALK GROUP	FUNCTION	POSITION	NAME	CALL SIGN	PROFILE	QUANTITY	EARPIECE
	<b>SPT1</b>	<b>SPORT-GENERAL</b>						
1		SPORT	Archery Manager		ARCH 1	GENERAL	1	<b>1</b>
2		SPORT	Sport Services Manager		ARCH 2	GENERAL	2	<b>1</b>
3		SPORT	Admin Group Leader		ARCH 4	GENERAL	3	<b>1</b>
4		SPORT	IF Services Group Leader		ARCH 5	GENERAL	4	<b>1</b>
5		SPORT	Sport Equip Group of Leader		ARCH 6	GENERAL	5	<b>1</b>
6		SPORT	Athlete Services Group of Leader		ARCH 7	GENERAL	6	<b>1</b>
7		SPORT	Technical Official Services Group of Leader		ARCH 8	GENERAL	7	<b>1</b>
8		SPORT	Sport Information Group Leader		ARCH 9	GENERAL	8	<b>1</b>
9		SPORT	Field of Play Group of Leader		FOP 1	GENERAL	9	<b>1</b>
10		SPORT	Ranking/Traning Field Lead		FOP 4	GENERAL	10	<b>1</b>
11		SPORT	Warm-up Lead		FOP 3	GENERAL	11	<b>1</b>
12		SPORT	FOP Team Lead		FOP 2	GENERAL	12	<b>1</b>
13		SPORT	FOP Usher		MARSHALL 4	GENERAL	13	<b>1</b>
14		SPORT	Assistant DOS		DOS 1	GENERAL	14	<b>1</b>
15		SPORT	Practice Field Controller		DOS 3	GENERAL	15	<b>1</b>
16		SPORT	Technical Delegate		TD 1	GENERAL	16	<b>1</b>
17		SPORT	Technical Delegate		TD 2	GENERAL	17	<b>1</b>
18		SPORT	Results Verifier		RESULTS 2	GENERAL	To be picked up by TEC	
19		SPORT	Results Technician		TIMING 1	GENERAL	To be picked up by TEC	Venue Results Manager needs to have a earpiece for Tufan Kaynak as he works on the FOP

20		SPORT	Sport Tech Ops Manager*		ARCH 3	GENERAL	18	1
21		SPORT	Chairman of Judges*		JUDGE 1	GENERAL	19	1
22		SPORT PRESENTATION	Sport Presentation Manager*		PRESENTATION1	GENERAL	To be picked up by SPP	
23		RESULTS	Venue Results Manager*		RESULTS1	GENERAL	To be picked up by RTS	
24		TECHNOLOGY	Venue Technology Manager*		TECHNOLOGY 1	GENERAL	To be picked up by TEC	
25		OBS	OBS FOP Coordinator		OBS	GENERAL	To be picked up by OBS	
	<b>SPT2</b>	<b>SPORT-TECH OPS</b>						
26		SPORT-TECH OPS	Sport Tech Ops Manager*		ARCH 3	GENERAL	20	1
27		SPORT-TECH OPS	FOP Marshall		MARSHALL 1	GENERAL	21	1
28		SPORT-TECH OPS	Warm-up Marshall		MARSHALL 2	GENERAL	22	1
29		SPORT-TECH OPS	Practice Marshall		MARSHALL 3	GENERAL	23	1
30		SPORT-TECH OPS	Results Lead		FOP 5	GENERAL	24	1
31		SPORT-TECH OPS	Assistant DOS		DOS 1	GENERAL	25	1
32		SPORT PRESENTATION	Show Director		PRESENTATION1	GENERAL	To be picked up by SPP	
	<b>JUDGE</b>	<b>IF JUDGE / SPORT</b>						
33		SPORT-TECH OFFICIALS	Chairman of Judges*		JUDGE 1	JUDGE	26	1
34		SPORT-TECH OFFICIALS	Deputy Chairman of Judges		JUDGE 2	JUDGE	27	1
35		SPORT-TECH OFFICIALS	Line Judge		JUDGE 3	JUDGE	28	1
36		SPORT-TECH OFFICIALS	Target Judge		JUDGE 4	JUDGE	29	1
37		SPORT-TECH OFFICIALS	Judge at Warm-up Area		JUDGE 5	JUDGE	30	1
38		SPORT-TECH OFFICIALS	Director of Shooting (DOS)		DOS 1	JUDGE	31	1
39		SPORT-TECH OFFICIALS	Warm-up Field Controller		DOS 2	JUDGE	32	1
40		SPORT-TECH OFFICIALS	Practice Field Controller		DOS 3	JUDGE	33	1
41		SPORT-TECH OFFICIALS	Chairman of Jury		JURY 1	JURY	34	1
Total	41 radios for SPORT (ARCHERY)						SPT picks up 34 radios	34



## Appendix 2.1.8b

### Rehearsals

Sport Operation Rehearsal Date: DD/MM/YYYY – Time: 00:00hrs – 00:00hrs

#### People Involved

#### Description Tasks

- **Access Control personnel**

Practice access control to the main Field of Play and warm up areas

- **Athletes**

4-6 who are not participating in the competition

To shoot on the warm up range and main field of play

Perform all competition formats, individual, team and mixed team

Simulate athlete entry and exit from the main field of play

- **Coaches**

2 to simulate the role of a coach on the main field of play

Simulate the entrance and exit with athletes' spare equipment and spotting score

- **Athlete Agents**

2 to simulate the role of an athlete agent on the main field of play

Simulate the transition from the athlete waiting area to the target area and back

Simulate the supervision of athlete scoring by the judges

Pull arrows out of the target and give to the arrow runners for transporting

- **Athlete Marshal (Warm up range)**

Gather athletes, team officials and athletes after the last end of practice

Check athlete accreditation and athlete number

Communicate with the main field of play marshal the arrival of athletes and coaches for the specific match

Escort athletes, coaches and agents from the warm up range to the waiting area next to main field of play entrance

- **Athlete Marshal (Main Field of Play)**

Establish with the athlete, coach and line judge which athlete will shoot first to begin the match

Collect the coaches and athlete accreditation before main field of play entry

Arrange coaches, line judge and athlete in order for the main field of play entrance.

Communicate with the Show Director informing them which athlete is to shoot first in the match

Wait for the Show Directors instruction when the line judge, coaches and then athletes can enter the main field of play

Return coaches and athlete accreditation after the match or pass on to the Anti-Doping chaperone should they have been selected for testing

Escort towards the direction of the Mixed Zone and the warm up range if the athlete has another match later on

- **Field of Play Team**

2 people per target (2 targets on the main field of play)

Change target faces after each match, after scoring or for a one arrow shoot off on the instruction of a judge

Organise the new targets faces to be used and know which target face to use for the match and the formation the targets should be on the target mat

Gather used target faces for legacy or trash

- **Arrow Runners**

2-4 people to work in pairs

Collect the retrieved arrows from the athlete agent and place in the arrow holders

Carefully carry the arrows from the target area to the shooting area to give to the coach in between ends using the approved walking route

Pass the correct athlete arrows back to the athlete coach

Walk back to the target area safely in between shooting ends

- **Chairperson of Judges**

Monitor operations and ensure all is fair, safe and to the rules and regulations of World Archery

Direct the team of judges and arrange per match

- **Director of Shooting and Assistant Director of Shooting**

Set the timing correctly for each match and format

Operate timing and scoring signal devices when the range is safe and clear for shooting and when promoted by the Show Director

Ensure the main field of play is safe and clear for shooting

- **Line Judge**

Lead coaches onto the main field of play in entrance

Coordinate athletes on the main field of play for their introduction

Use clear hand signals indicate which athlete is to shoot first in the next set and signal to the DOS when the athletes are ready to shoot

Ensure athletes and coaches compete fairly and to the rules and regulations of the match and apply penalty warnings as and when required

Usher athletes and coaches off the field of play when signalled to do so by the Athlete Marshal

- **Target Judge**

Coordinate the correct score sheets with the correct match

Supervise pre-scoring by the national judges/scorers and verify arrow values at the targets with the athlete agents

Evaluate and award arrow values

Judge and measure (if necessary) any arrows when the athlete agents do not agree with the value given

Confirm arrow values at the target to the World Archery Results Team to amend scoreboards as required

Instruct athlete agents when to retrieve athlete arrows, arrow runners to walk to the shooting area with the athlete arrows and when the target faces can be changed

Indicate with clear hand signals if there is a shoot off required and the winner of each match

- **National Judges (if applicable)**

2 judges to act as a Director and Assistant Director of Shooting on the warm up field

2 judges to assist the target judge with pre-scoring on the main field of play

- **World Archery Show Director and Announcers**

1 English announcer and 1 native announcer (if required)

Manage both announcers and instruct when and what to announce

Liaise with the TV Producer in the timely delivery of the competition schedule

Instruct the Athlete Marshal when to allow the athletes, judges and coaches to enter the main field of play

Instruct the director of shooting when to operate the timing and shooting signals if the range is safe and clear

Operate national anthems and execute announcing scripts for ceremonies

- **Technical Delegate**

Oversee operations and offer technical advice and support as and when required

- **World Archery Event Director/Manager**

Oversee rehearsal operations and offer technical advice and support as and when required

Ensure the comfort and satisfaction of the World Archery production team for production

Supervise the successful testing of all World Archery operations

- **Local Organising Committee Event Director/Manager**

Oversee operations and offer technical advice and support as and when required

Correct and respond to issues raised by the World Archery Event Director or Technical Director

- **Local Organising Committee Sport/Competition Manager**

Oversee operations and offer technical advice and support to the team as and when required

Ensure the comfort and satisfaction of all the team

Correct and respond to issues raised by the World Archery Event Director or Technical Delegate

- **Venue General Manager**  
 Observe how the venue operates when staging an archery event  
 Ensure sufficient venue operation and maintenance
  
- **TV Producer and production team**  
 Observe operations, assess camera views and mixed zone operations
  
- **World Archery Communications Manager**  
 Observe operations  
 Assess photography positions, routes and mix zone operations
  
- **Local Organising Committee's Head of Press/Media and Photographers**  
 Cooperate with the World Archery Communication Manager  
 Observe operations  
 Assess photography positions, routes and mix zone operations
  
- **World Archery Results Team**  
 Verify scores with judges via communication systems  
 Operate scoreboards accordingly  
 Assess operations and testing of the signalling and timing devices  
 Supervise scoring entry with spotters and Falco Eye
  
- **Falco Eye Team**  
 Calibrate, operate, test and assess the Falco Eye target scoring system  
 Instruct target faces changers as and when required
  
- **Spotters (if applicable)**  
 Use to spotting scopes and entering arrows values in MTS System  
 Use of communications for score verification
  
- **Victory Ceremonies Coordinator**  
 Manage and coordinate the ceremony team:
  - 1 or 3 Medal bearer
  - 1 or 3 Trophy or flowers or other decorative item bearer
  - 1 Watch bearer
  - 2 Athlete ushers (leading the line of athletes and one behind the athletes)
  - 1 VIP usher (leading in front)
  - Logistics team to assemble the podium if not remaining on the main field of play
 Perform the victory ceremony as required by World Archery and when prompted by the Athlete Marshal. The equipment used in the ceremony (cushions, silver plates, medals, trophies) need to be used in the rehearsal

- **Anti-Doping Officer**

Manage and brief anti-doping chaperones on their role

Coordinate athlete notification location and procedures to chaperones

Routes for chaperones to escort athletes to anti-doping testing station

## **Aim of the session**

- Simulate a day of competition on the finals day (2 individual matches, 1 team match and 1 mixed team match)
- Shoot arrows on the main field of play
- Transferring of athletes from the warm up field to the main field of play
- Entrance and exit from the main field of play by athletes, coaches, line judge
- Entrance, exit and scoring operations of the target judge, scorers, athlete agents and arrows runners
- Escorting athlete agents to the judge scoring cabin by the targets
- Arrow collection and transferring between the target area and shooting area
- Target face changing between each match and for shoot offs in each category
- Access control points
- TV production to evaluate camera positions on the main field of play and camera operation, angles
- Large Video Screen operator/engineer
- LED panels operator/engineer if applicable
- Photographer positions on the main field of play and routes to take between each position
- Mixed zone operations
- Ceremonies operation

## **Timetable**

- What time and location for all parties to meet and be briefed? Suggest arrival 30 minutes prior and be in position 5 minutes prior to the start time of rehearsal.
- What time shooting athletes are to arrive to warm up (suggest 40mins prior to set up and warm up)
- Establish, what is zero time? For example, 14:00hrs is when the signal operates for athletes to approach the line to shoot or for athletes to enter the field of play. This will need to be established with the TV Producer and Show Director.
- What time for Athlete Marshalls to bring the first group of athletes for their match to start precisely on time?
- Begin with two individual matches, one team and then one mixed team match to test all timing and signalling formats and for all to see the difference in competition formats
- Also discuss the operational difference for the main field of play between compound and recurve being at two different distances

## Appendix 2.1.8c

### Typical Qualification Round venue setup

The following photos and illustrations provide an insight to the different types of ranges that have been constructed over various World Archery events.



The below photo is the qualification field of play at the 2009 World Championships in Ulsan, Korea.



The following photos illustrates the qualification venue created for one of the 4 stages of the World Cup in Ogden, USA.







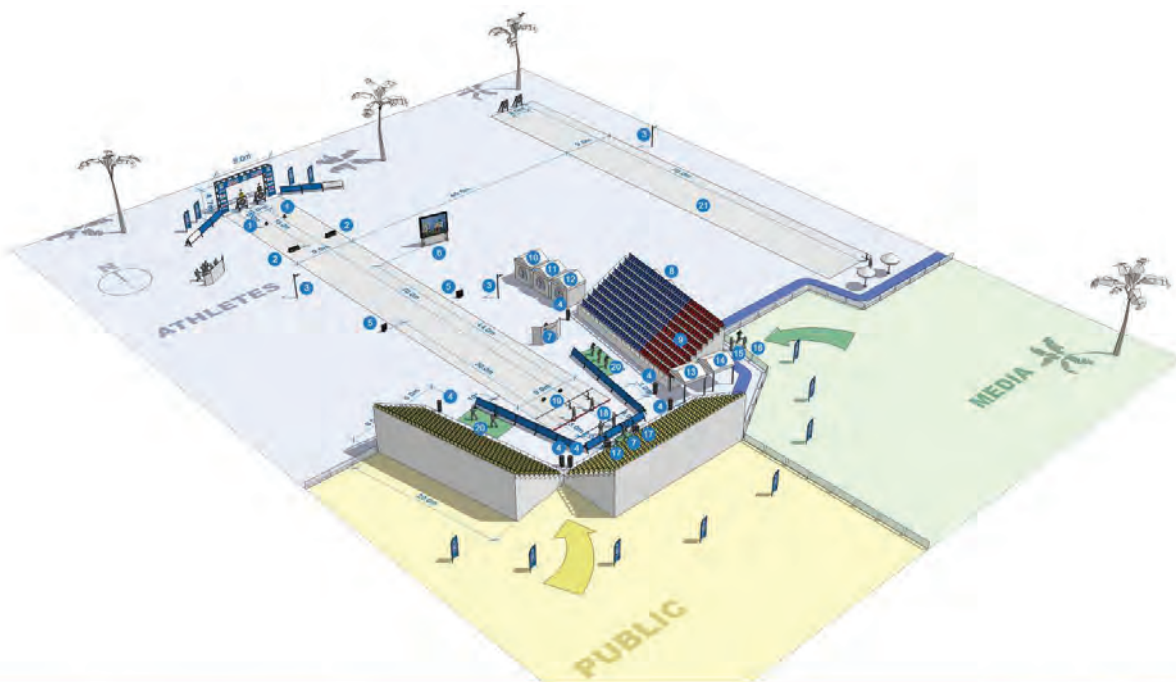
### Example of a qualification set up in a stadium:

Qualification hosted in a multisport stadium for a World Cup in Shanghai, China.

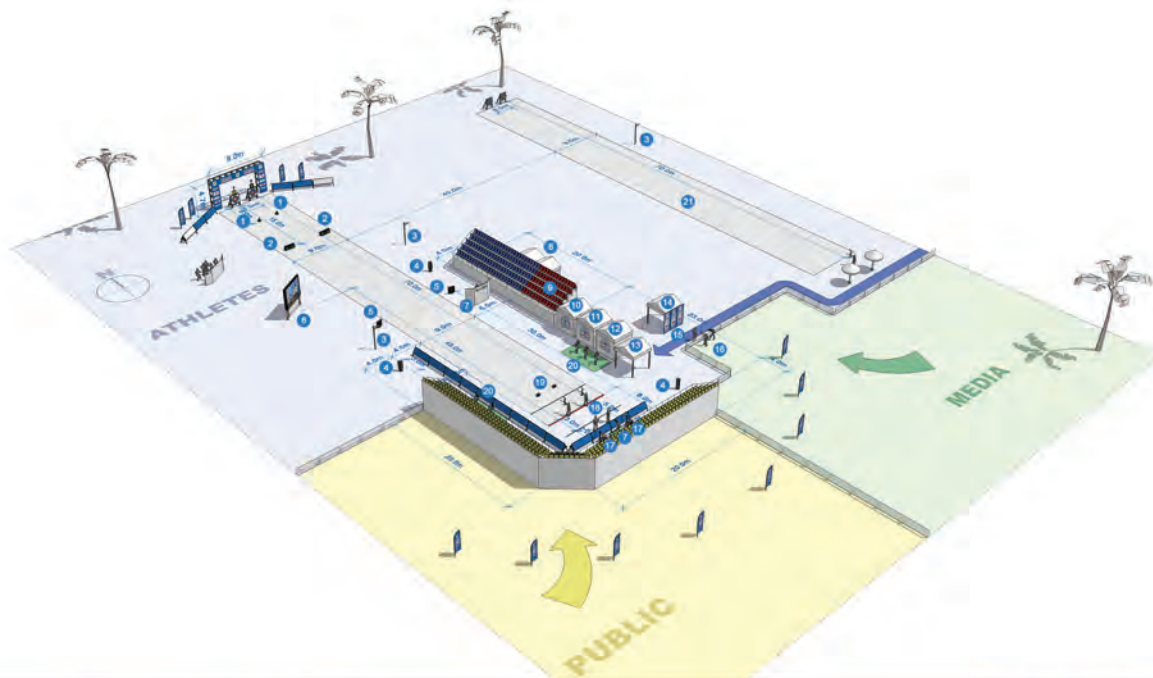


### Samples of a finals field of play in both a 'U' and 'L' formation:



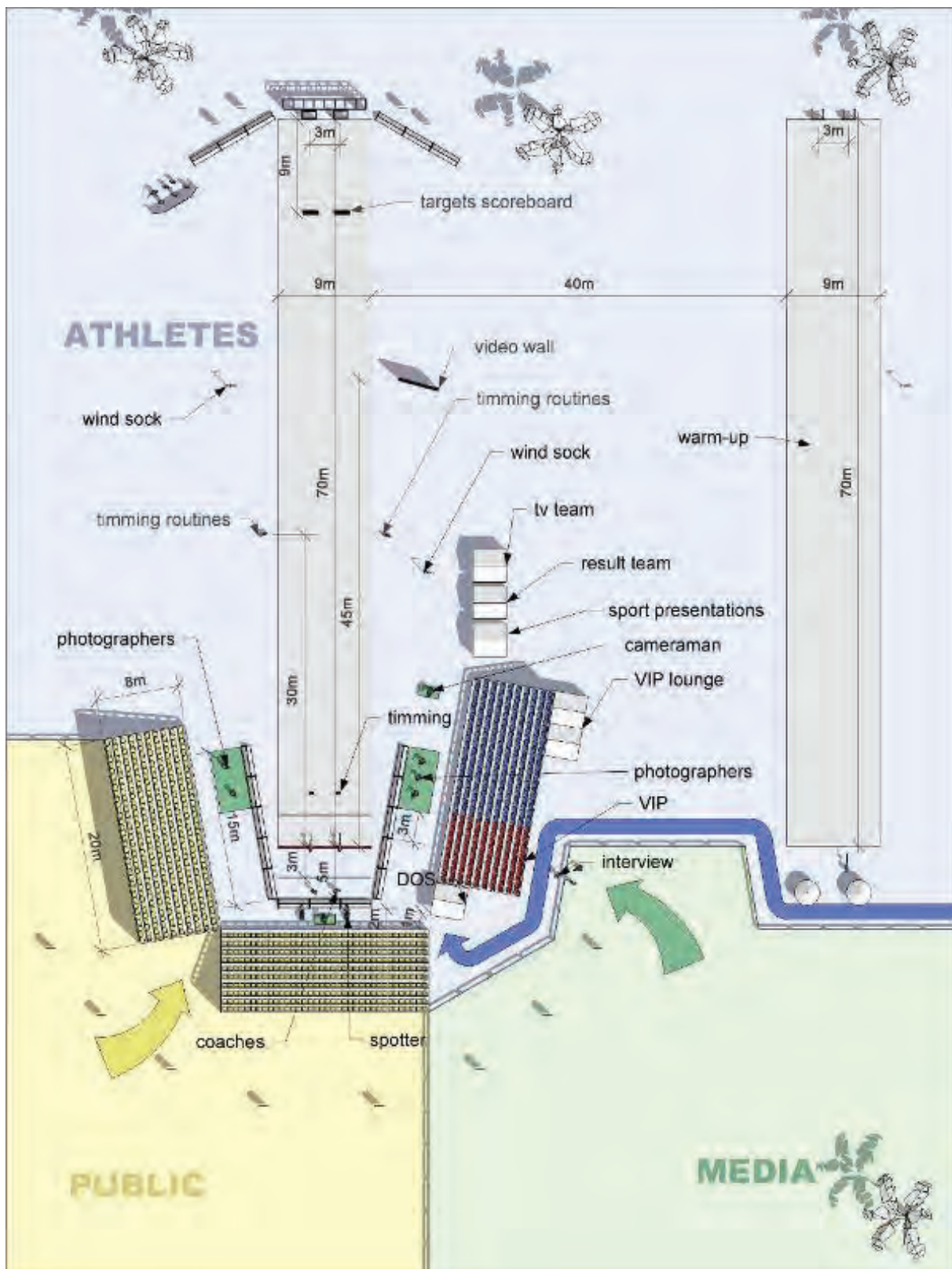


- |                       |                          |                   |
|-----------------------|--------------------------|-------------------|
| 1. camera             | 8. vip lounge            | 15. mixed zone    |
| 2. targets scoreboard | 9. vip                   | 16. interview     |
| 3. wind sock          | 10. tv team              | 17. spotter       |
| 4. loudspeaker        | 11. result team          | 18. coaches       |
| 5. timing routines    | 12. sport presentations  | 19. timing        |
| 6. video wall         | 13. dos                  | 20. photographers |
| 7. cameraman          | 14. archers waiting zone | 21. warm-up       |



- |                       |                          |                   |
|-----------------------|--------------------------|-------------------|
| 1. camera             | 8. vip lounge            | 15. mixed zone    |
| 2. targets scoreboard | 9. vip                   | 16. interview     |
| 3. wind sock          | 10. tv team              | 17. spotter       |
| 4. loudspeaker        | 11. result team          | 18. coaches       |
| 5. timing routines    | 12. sport presentations  | 19. timing        |
| 6. video wall         | 13. dos                  | 20. photographers |
| 7. cameraman          | 14. archers waiting zone | 21. warm-up       |





Closer image of a standard design for a main field of play with a warm up range parallel.



## Examples of finals venues by water:

World Cup stage in Wroclaw, Poland:

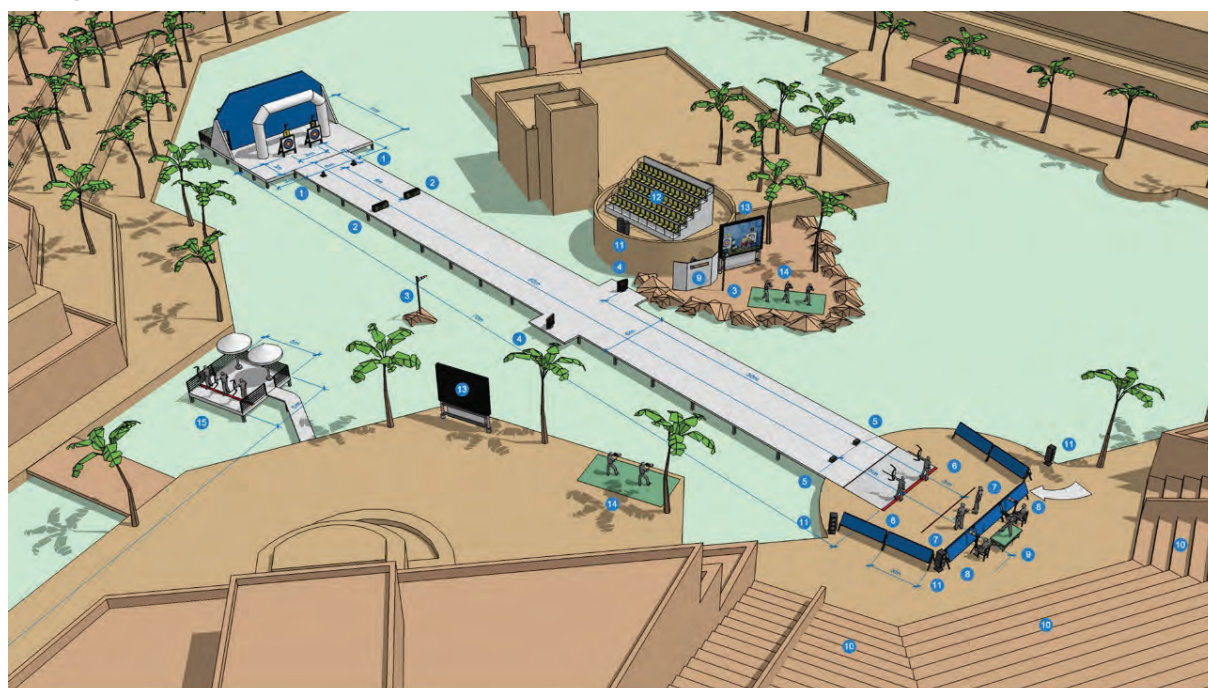


World Cup stage Antalya, Turkey:





## Example of a finals venue built on water:

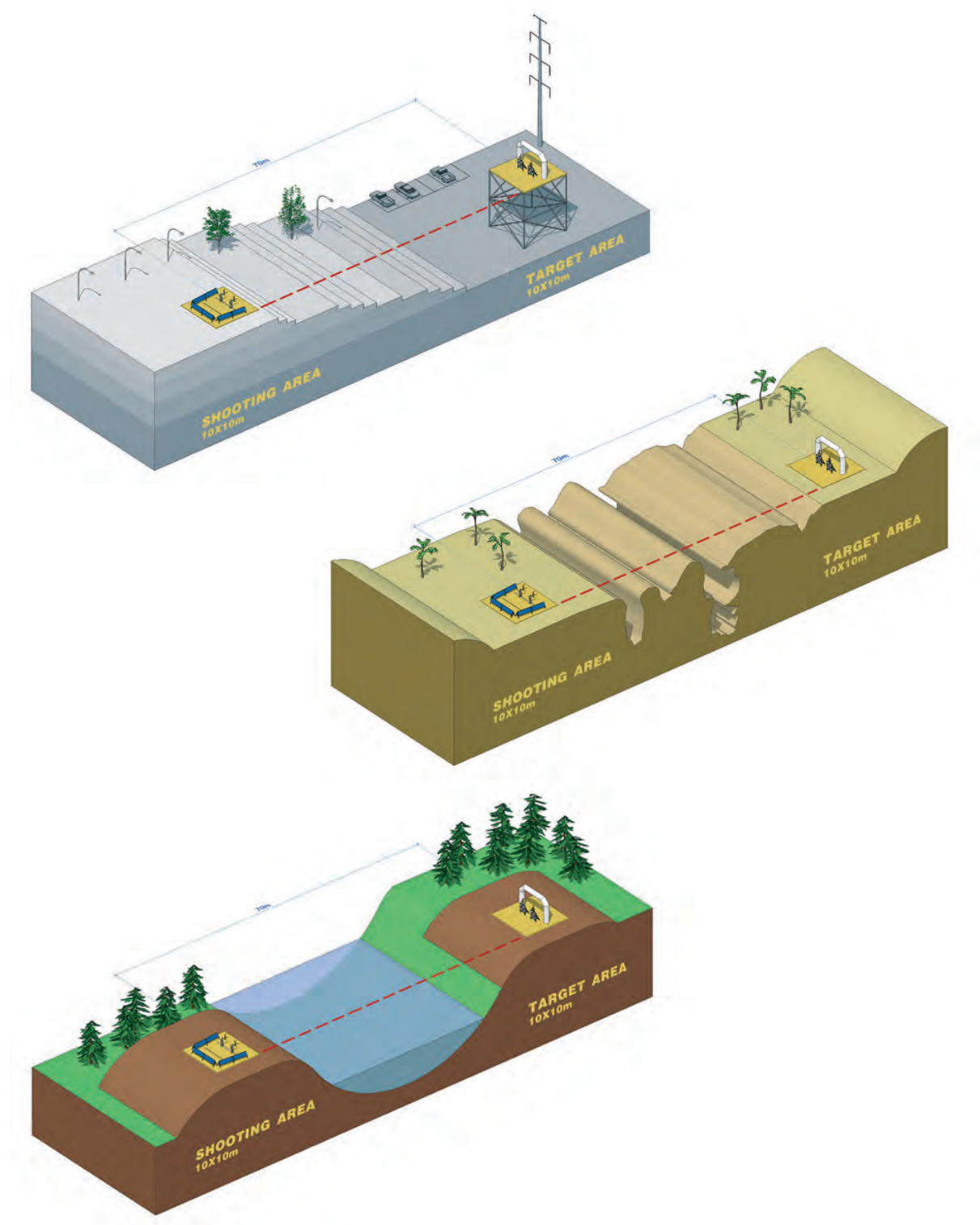


- |                       |                |                   |
|-----------------------|----------------|-------------------|
| 1. camera             | 6. competitors | 11. loudspeaker   |
| 2. targets scoreboard | 7. coaches     | 12. vip           |
| 3. wind sock          | 8. spotter     | 13. video wall    |
| 4. timing routines    | 9. cameraman   | 14. photographers |
| 5. timing             | 10. spectators | 15. warm-up       |



### Illustrates a finals set up on uneven ground

The following are examples in how a finals venue can be built over uneven ground demonstrating how flexible the sport of archery can be to showcase an extraordinary location, giving the organiser numerous ideas.





Main field of play for the 2008 World Cup Final in Lausanne (SUI) located in the city centre, Park du Montbenon. Note that the entire FoP is built on a slope and platforms constructed for the shooting line, target and spectator stands to compensate the ground.



**Examples of finals fields built in iconic, touristic locations:**



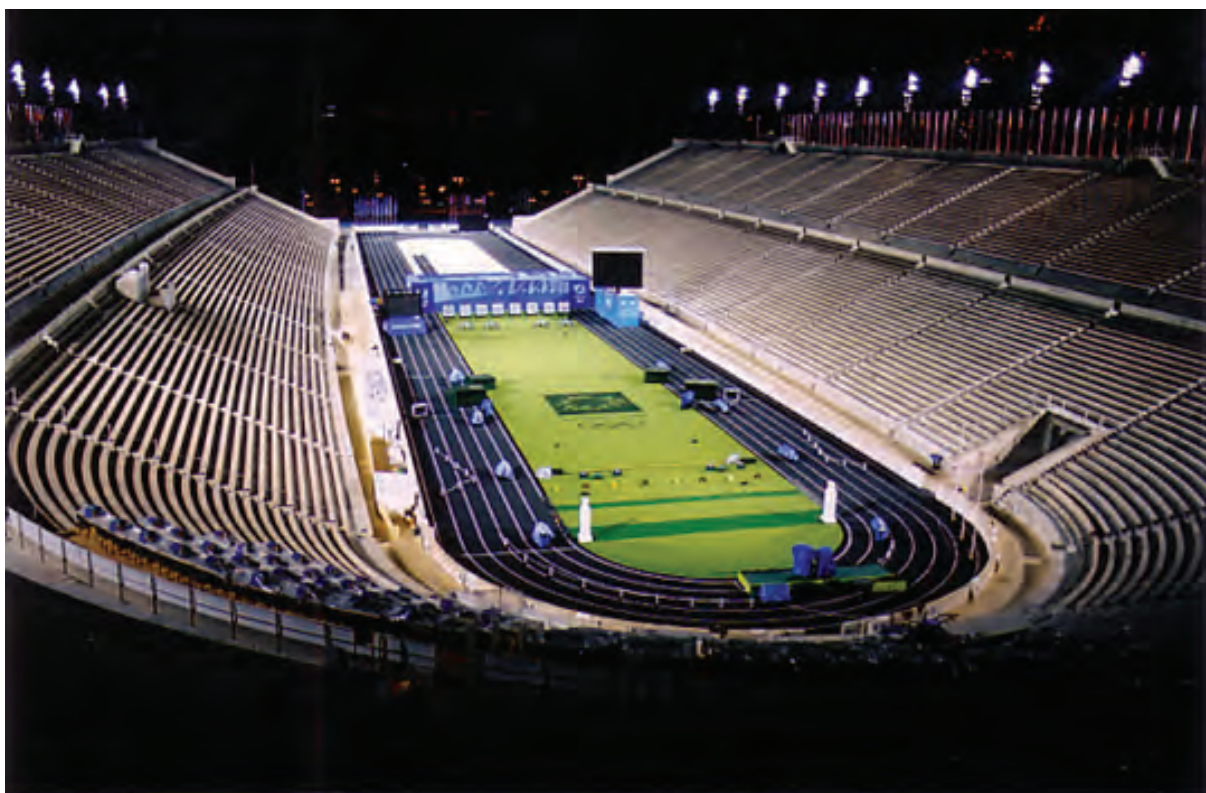
2009 World Cup Final in Copenhagen (DEN), city centre in the Nyhaven Canal a historic harbor and touristic location. Notice the FOP is set over water. Caution, water has a very strong glare on sunny days. Make sure to survey the venue in all sunlight and weather conditions.



Another photo illustrating the shooting platform and construction to hold the targets and score boards.



Archery venue for the 2004 Athens Olympic Games staged in a very historical site, the Panathinaikon Stadium, in the heart of the city.





The Archery venue at the London 2012 Olympic Games was held in the world famous Lord's Cricket Ground, the home of cricket. A prime example, that other famous sporting venues can be used for other sports.



2013 World Archery World Cup final staged at the Jardin du Trocadéro, Paris (FRA), the most iconic venue used so far.



2014 World Archery World Cup final, stages at the Place du Navigation, Ouchy, Lausanne (SUI).



## Appendix 2.1.8d

### Safety Wall Test Report – Archery

**Date:** 16 August 2011

**Place:** Lord's Cricket Ground, St John's Wood, London NW8

**Material Tested:** 19mm and 21 mm hardwood ply

Bow and Athlete Specifications:

- GB Team Members
- Shooting Recurve/Olympic Bows
- 68 inch and 70 inch length bows
- 50 – 51 lbs bow weight on the fingers

Arrows:

- Aluminium/Carbon Easton X10 shafts 450 and 410 spin measuring between 28 ½–29 ½ inches in length
- Tungsten points 110g and 120g points
- Easton Pin Nocks
- Spin wing 1 ¾ inch fletchings

#### Method of Testing

- Both safety wall samples placed/leaning against the Damage Target Boss

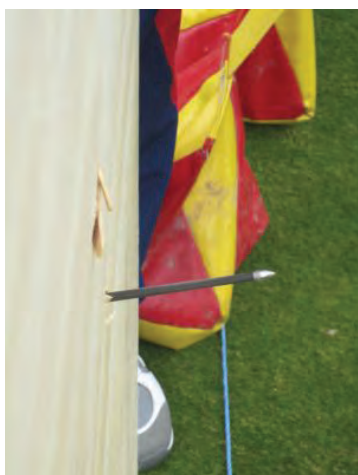


- Both athletes shot one (1) arrow each into the sample at a distance of 5m





Both arrows hit the safety wall samples and penetrated through to the other side by 12cms. The arrows and pile appeared to have no damage and were retrieved without damage.



The test was carried out a second time having both athletes shooting 70m away from the samples. Both arrows hit the safety wall samples (roughly in the middle) and again the arrows penetrated through to the other side by 12cms. The arrows and pile appeared with no damage and were retrieved without any damage.



### Safety Wall Test – Archery

**Date:** 31 August 2011

**Place:** Woking Archery Club, Deers Farm Close, Wisley, GU23 6QX

**Material Tested:** 25mm Hardwood ply with a 5inch gap in between.



Bow and Athlete Specifications:

- GB Team Member
- Shooting a Compound Bow (Contender Elite)
- XT2000 limbs and GTX Camms
- 59 lbs bow weight

Arrows:

- Aluminium/Carbon Easton X10 Protour 520 spine measuring 26 inches in length
- Tungsten points 120g points
- Beiter Pin Nocks
- Easton shield vanes 1.75" with arrow wraps

### Method of Testing

- Safety wall sample placed on a standard wooden target stand. From 70m away, the athlete shot two arrows into the middle of the sample.




The arrow points penetrated the first ply wood material into the gap and the second layer of ply wood material stopped the arrow. Observing from behind the safety wall, it was clear none of the arrows penetrated past the second layer of the safety wall section. Arrows appeared to have no damage but it was not possible for those present to retrieve one of the arrows from the sample.



### Conclusion

Both sample test proved successful in that the arrows were stopped, caught without shattering or rickshaying. The 19mm and 21mm samples successfully stopped the arrows and allowed for the arrows to be retrieved. However, this thickness of these samples did not prevent the arrow point from protruding through to the other side where personnel could be operating or leaning against. This thickness of material would not be ideal for the production of media hides or safety walls where personnel will be directly behind or have a chance of having contact with safety wall from behind during shooting.



The second test with the 25mm hard ply wood, again proved very successful as it fulfilled the same as the 19 and 21mm ply. However, the 25mm thickness prevented the arrow penetrating through to the other side due to the cavities design. By having the cavity gapped design prevented arrows protruding through to the other side.

The safety wall will be constructed of 2 sheets of 25mm plywood with a 18mm (5 inch) gap between the two sheets. Height should be a minimum 4m (or as high as the wall can be constructed to fit under the Nursery Pavilion) and between 3m and 5m behind the targets.



## Appendix 2.1.8 e - Construction Schedule Example

Venues	Project	DAYS														MON 11/8			
		SAT 2/8		SUN 3/8		MON 4/8		TUE 5/8		WED 6/8		THURS 7/8		FRI 8/8		SAT 9/8		SUN 10/8	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Qualification Venue	Measure specifications of the field of play and mark shooting line and target distances																		
	Fencing, safety barriers for the FOP																		
	Temporary structures, tents and toilets etc																		
	Equipment, Targets, Stands etc																		
	Power and Internet																		
	Chairs, Tables and IT Equipment																		
	Targets for practice and all other sports equipment																		
	Install bins																		
	Signage/Wayfinding																		
	Venue look and branding																		
	World Archery Offices																		
	World Archery Results, accreditation, timing and scoring devices																		
	DOS, Sports Presentation Area with PA and Venue Speakers																		
Transition between Qualification and Finals Venue	Check and test operations																		
	Unofficial Practice at venue																		
	Official Practice																		
	Competition																		
	Transition of the World Archery Equipment Boxes																		
	Transition of LOC Sports Equipment for Finals																		
	Transition of World Archery Results Equipment																		
	Measure specifications of the field of play and mark shooting line and target distances																		
	Fencing to close venue for building																		
	Spectator Stands, safety wall, platforms and toilets																		
	Venue Power and Internet																		
	Venue Security																		
	Finals Venue	World Archery Storage Tent																	
World Archery Technical Tent with tables, chairs, Power and Internet																			
DOS, Sports Presentation Area with PA and Venue Speakers																			
LED Panel Displays																			
Targets, Stands and other Sport Equipment																			
VIP and Warm Up Range																			
Venue Branding, Look and Decoration																			
FoP Carpet, flowers etc																			
Rubbish Bins																			
Signage/Wayfinding																			
World Archery Results, Timing and Scoring																			
TV Installation																			
Checking, Testing and Rehearsals																			
Competition																			
Clean Venue after disassembly																			
Collection of World Archery Boxes																			

**NOTE:** Friday 09:00hrs–World Archery Technical Tent, with chair, tables, power and internet, ready and operational  
Friday 17:00hrs–Shooting Rehearsals, athlete entry/exit  
Friday 18:00hrs–Victory Ceremony Rehearsals  
Sunday 21:00hrs–Power and Internet can be cut, BIT please double check with World Archery first!

### Legend

- Set up and Install
- Checking, Testing and Rehearsals
- Operational
- Disassemble

## Appendix 2.1.8f - Venue Space Requirements

Room	Location	Size (min)	Room			Room	Location		
			Room	Location	Size (min)				
Accreditation	Qualification Venue	4m × 4m	Should be located at the boarder of the accreditation zone to allow people without accreditation to obtain their accreditation. A tent or existing space with a reception type environment and a clean wall. Also ideal to be close to the registration area.						
			6	Chairs		LOC	-1 days before official practice until the day of transfer to the finals venue	-1 hour before, +1 hours after competition	
			6	Tables	1m × 2m and or a large reception type desk				
				Power socket / source	Access to 220v reliable and grounded power 1.5KW				
			1	Fan/AC	If temperature over 21 degrees centigrade.				
			1	Heater	If temperature under 14 degrees centigrade.				
			1	Rubbish Bin	Emptied regularly				
			3	Chairs					
			3	Tables	1m × 2m or a reception type desk				
		Power sockets	Access to 220v reliable and grounded power						
	1	Rubbish Bin	Emptied regularly						
Anti-Doping	Finals Venue	2m × 3m	Both days of finals and 1 day before for set up					-1 hour before, +1 hours after competition	
			The Doping Station should be close to the main field of play but away from very populated areas. Should be lockable, ensure the athlete's privacy and is used solely as a Doping Control testing station for the duration of the event.						
			Waiting Room						
			15	Chairs		LOC	Both days of finals and 1 day before for inspection		-1 hour before, +1.5 hours after activity on venue
1	Table	1m × 2m							
50	Bottles	Individually sealed, non-caffeinated and non-alcoholic drinks. Mixture of water, juices and soft drinks							
1	Fridge or cooler	For the drinks							
	1	Large rubbish bin	Emptied daily						

Room	Location	Size (min)	Room				Room	Location
			Room	Location	Size (min)	Room		
			1	TV monitor	Ideally with live feed of the competition			
			1	Fan/AC	If temperature over 21 degrees centigrade.			
			1	Heater	If temperature under 14 degrees centigrade.			
	Processing Room		6	Chairs		LOC	Both days of finals and 1 day before for inspection	-1 hour before, +1.5 hours after activity on venue
			3	Tables	1m × 2m			
			1	Fridge	Lockable to storage samples securely			
			1	Fan/AC	If temperature over 21 degrees centigrade.			
			1	Heater	If temperature under 14 degrees centigrade.			
			1-2	Toilets	Adjoining and large enough to witness athlete giving a sample.			
			1	Basin	Facility to wash hand, soap, toilet papers etc.			
			1	Shelf	In each toilet for safe placement of the sample pot			
			1	Mirror	In each toilet to aid observation			
Athlete Shelter	Qualification Venue and Practice Range	The Qualification Range should be orientated north. The Athletes' shelter is a series of 4 × 4m tents placed on flooring, linked together (to prevent rain water cannot falling in between). Front, facing the target, is open but the back and ends with panels that can be open or closed to match weather conditions.						
		110m × 100m approx.	300-400	Chairs	Outdoor	LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days	-1 hour before, +1 hour after competition
			50	Tables	2m × 1m, Outdoor			
			1	Notice Board	To protect from weather conditions and display results and event information			
			6	TV monitors	Large and on stands to display live scores			
			8-10	Rubbish Bins	Large and regularly emptied			
			8-10	Chairs	Sled based for grass. For the Judges to sit on behind the media line			

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Athlete Practice Range			4-6	Targets	Blank and at 5 metres		
			8-10	Umbrellas	Outdoor, large with base to fix to the ground		
				Bottles of Water	Regular supply of individually sealed bottled water		
Athlete Qualification Practice Range	Qualification Venue	Practice range should be oriented north, secure and close the qualification range. Take the amount of athlete and divide by 8 to indicate how many target needed. The range should have a row of 4 x 4 tents linked together, the width of the range.	100	Chairs	Outdoor	LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days
			4	Rubbish bins	Regularly emptied		
			4-6	Targets	Blank and at 5 metres		
				Bottles of water	Regular supply of individually sealed bottled water		
Athlete Warm Up Range	Finals Venue	Ideally orientated to same direction and the main field of play and within a comfortable walking distance. Large enough to accommodate 36 athletes and their coaches.	16	Chairs	Outdoor	LOC	For both days of the finals and 1 day before for rehearsals
			8	Tables	Outdoor		
			4-8	Targets	According to the event		
			1	TV monitor	Large, on a stand showing live feed of main FOP		
				Bottle of water	Regular supply of individual sealed bottle water		
			2	Rubbish bins	Regularly emptied		
Athlete Call Room/Waiting Area	Finals Venue	Located next to the athlete entrance of the main field of play. Accommodate comfortably 12 – 14 people and athlete equipment.	10	Chairs		LOC	For both days of the finals and 1 day before for rehearsals
			1	TV monitor	Large, on a stand showing live feed of the main FOP		
				Bottle of water	Regular supply of individual sealed bottle water		
			1	Rubbish bin	Regularly emptied		

Room	Location	Size (min)	Room				Room	Location				
			Room	Location	Size (min)				Room			
Athlete Storage	Qualification Venue	6m × 10m		Cages/Storage units	2m × 2m lockable and secure storage space to store archery equipment safely for each team		LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days	-1 hour before, +1 hour after competition			
			1	Rubbish bin	Regularly emptied							
			Located next to and be visible from the Qualification/Practice area for athletes to drop in as and when needed. Lockable and secure for the entire competition.									
Athlete Equipment Repair Booth	Qualification Venue	3m × 6m	4	Chairs			LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days	-1 hour before, +1 hour after competition			
			4	Tables	1m × 2m							
				Power	Access to 220v reliable and grounded power 1.5KW							
			1	Fan/AC	If temperature over 21 degrees centigrade.							
			1	Heater	If temperature under 14 degrees centigrade.							
Catering Area	Qualification Venue and Finals Venue	15m × 28x	1	Rubbish bin	Daily emptied		LOC	From the Official practice day until the final day of competition	11:30hrs -14:30hrs			
			If it is lunch will be served at the venue, the catering area should be indoors, within comfortable walking distance from the field of play.									
			As required to entries	Chairs								
			As required to entries	Tables								
			As required	Power	Reliable and grounded							
				Professional Catering Equipment	Meets health legislation							
			1	Fan/AC	If temperature over 21 degrees centigrade.							
1	Heater	If temperature under 14 degrees centigrade.										

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
			1	Rubbish bin	Daily frequently			
If it is lunch will be served at the venue, the catering area should be indoors, within comfortable walking distance from the field of play.								
Director of Shooting	Qualification Venue	15m × 28m	As required to entries	Chairs		LOC	Both days of finals	11:30hrs – 14:30hrs
			As required to entries	Tables				
			As required	Power	Reliable and grounded			
				Professional Catering Equipment	Meets health legislation			
			1	Fan/AC	If temperature over 21 degrees centigrade.			
			1	Heater	If temperature under 14 degrees centigrade.			
			1	Rubbish bin	Daily frequently			
		DOS area will be positioned with the Sports Presentation Team and consist of 6- 8 people. This area should be elevated 1 metre (minimum) in height and an unobstructed view of the field of play to see all targets and the complete length of the shooting line. Usually an enclosed tent but the front and side walls should have a window running along the length of each wall and 80cm high to view out of and protect the equipment inside from sunny and wet weather conditions.						
		6m × 6m	2	Chairs	Padded	LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days	-1 hour before, +30 minutes after competition
			1	Table	2m × 1m			
Finals Venue	Finals Venue	DOS and Assistant DOS will be located inside the World Archery Technical tent with World Archery staff, World Archery TV, World Archery Results, Spotters and the Sports Presentation Team (25-30 people). The technical tent should have a rear exit/entrance, be enclosed but the front will have a front window 80cm high and running the entire length of the tent.						
		2m × 4m area within the World Archery tent	2	Chairs	Padded			
			1	Tables	2m × 1m			

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Falco Eye	Finals Venue	4m × 4m	Work space needs to be an enclosed tent, located by the target area on the main field of play, ideally behind the safety wall for quick access to the targets. An additional 6m × 10m open space is required for the shipment boxes of the targets. When the world archery shipment arrives to the venue, the Falco Eye target boxes should be delivered and collected from the safety wall /target area				
			4	Chairs	Sled based, if on grass	LOC	3 Days Both days of Finals and 1 day before for set up and testing
			1	Table	1m × 2m		
			1	Rubbish bin	Emptied daily		
			1	Power plug socket	With uninterrupted/reliable 220v power for hours of operation.		
General Secretary Office	Qualification Venue	4m × 3m	Private lockable office close to the field of play. If not lockable then a lockable storage cupboard.				
			4	Chairs	Comfortable/office	LOC	Day before official practice until the transition to the finals venue (5-6 days)
			1	Table	1m × 2m		
			1	Internet	Wireless and reliable		
			1	Rubbish bin	Emptied daily		
			1	Fridge	With Diet Coke		
			1	Fan/AC	If temperature over 21 degrees centigrade.		
			1	Heater	If temperature under 14 degrees centigrade.		
			1	Power plug socket	With uninterrupted/reliable 220v power for hours of operation		
			Usually based in the World Archery Technical tent and regularly operating in the VIP area.				
	Finals Venue	2m × 2m	1	Chair	Comfortable/office	LOC	Both days of finals and 1 day before for rehearsals and testing
1			Table	1m × 2m			
							−1 hour before, +1 hour after activity on venue



Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Jury of Appeal	Qualification Venue	4m × 4m	Private room located close to the main field of play to be accessible at any time to quickly evaluate ad hoc appeals received from teams.				
			6	Chairs	LOC	Day of official practice and the day before transferring to the finals venue	−1 hour before, +1 hour after activity on venue
	1	Table	Large enough to accommodate a meeting of 6 people				
	Finals Venue		Private room located close to the main field of play to be accessible at any time to quickly evaluate ad hoc appeals received from teams.				
Judges Meeting/Rest Area	Qualification Venue	4m × 4m	6	Chairs	LOC	Both days of the finals and 1 day before for inspection	−1 hour before, +1 hour after activity on venue
			1	Table	Large enough to accommodate a meeting of 6 people		
		Private, secure and lockable room within comfortable walking distance from the main field of play for judges to store their bags and conduct briefing and debriefing meetings.					
		3m × 6m	20	Chairs	LOC	From unofficial practice until the last day of competition	−1 hour before, +1 hour after activity on venue
	1		Tables	1 large meeting table to stage a meeting of 10-16 people			
	1		Rubbish bin	Emptied daily			
	1		Fridge	Variety of soft drinks, water and juices			
	1		Fan/AC	If temperature over 21 degrees centigrade.			
	1		Heater	If temperature under 14 degrees centigrade.			
	1	Power plug socket	With uninterrupted/reliable 220v power for hours of operation				
Finals Venue		Private, secure and lockable room within comfortable walking distance from the main field of play for judges to store their bags and conduct brief and debrief meetings.					
	3m × 6m	20	Chairs	LOC	Both days of finals and 1 day before for rehearsals	−1 hour before, +1 hour after activity on venue	
		1	Tables	1 large meeting table to stage a meeting of 10-16 people			
		1	Rubbish bin	Emptied daily			

Room	Location	Size (min)	Room				Room	Location									
			Room	Location	Size (min)	Room											
			1	Fridge	Variety of soft drinks, water and juices												
			1	Fan/AC	If temperature over 21 degrees centigrade.												
			1	Heater	If temperature under 14 degrees centigrade.												
			1	Power plug socket	With uninterrupted/reliable 220v power for hours of operation												
Judges Scoring Hut	Finals Venue	4m × 4m	A temporary enclosed structure that is located 6 metres away from the targets on the main field of play to accommodate 12 people. The front and side walls, facing the competing athletes will need to contain 5 ply wood to protect judges, inside the structure, from any arrows that miss the target. This structure will need to move after the first day of competition to a new location as a different distance is shot the follow day.														
	12		Chairs	Sled based, if on grass	LOC	Both days of finals and 1 day before for rehearsals	–1 hour before, until completion of competition										
	2		Tables	1m × 2m													
			Power	Uninterrupted/reliable power for a TV monitor showing live feed of the targets for pre scoring													
			1	Rubbish bin	Emptied after each session												
Local Organising Committee Offices	Qualification Venue	Ideally an existing space, open plan office, close the field of play and in a convenient location for event participants and other stakeholders to visit. Would also be wise to have the World Archery Event Staff located in or close to this area to improve cooperation and assistance in helping the LOC deliver a successful event.															
		8m × 7m	15-20	Chairs		LOC	From the time on venue until the end of the event	–1 hour before, +1.5 hours after activity on venue									
										10	Tables	1m × 2m					
														Laptops and computers	Consisting of pens, pencils, glue, scissors, hole punch, paper, markers and rules etc.		
																1	Stationery box

Room	Location	Size (min)	Room				Room	Location	
			Room	Location	Size (min)	Room			
Local Organising Committee Offices			1	Radio charger	Charge and distribute radios				
			1	Photocopier/printer	For printing and distribution of results, competition/transport schedules, team managers booklet and other event documents.				
			1	Pigeon hole unit	An in tray for World Archery, Officials and all participating teams.				
			1	Notice board	Post internal information and to do lists, issues and reminders.				
			1	Tea/coffee making facilities	Snacks, fruit, nuts to keep the team going				
			1	Fridge	Store cold soft drinks, water, milk and juices.				
				Power sockets	Uninterrupted/reliable power				
			1	Fan/AC	If temperature over 21 degrees centigrade.				
			1	Heater	If temperature under 14 degrees centigrade.				
			1	Rubbish bin	Emptied after each session				
			8-10	Chairs					LOC
			4	Tables	1m × 2m				
				Laptops and computers					
			1	Stationery box	Consisting of pens, pencils, glue, scissors, hole punch, paper, markers and rules etc.				
			1-2	Storage units	Secure and lockable				
			1	Radio charger	Charge and distribute radios				
			1	Photocopier/printer	For printing and distribution of results, competition/transport schedules, team managers booklet and other event documents.				
Local Organising Committee Offices	Finals Venue	4m × 5m				From the time on venue until the end of the event	–1 hour before, +1.5 hours after activity on venue		

Room	Location	Size (min)	Room				Room	Location				
			Room	Location	Size (min)	Room						
			1	Notice board	Post internal information and to do lists, issues and reminders.							
			1	Tea/coffee making facilities	Snacks, fruit, nuts to keep the team going							
			1	Fridge	Store cold soft drinks, water, milk and juices.							
				Power sockets	Uninterrupted/reliable power							
			1	Fan/AC	If temperature over 21 degrees centigrade.							
			1	Heater	If temperature under 14 degrees centigrade.							
			1	Rubbish bin	Emptied after each session							
			Private, secure and lockable room in an existing building within comfortable walking distance from the main field of play and offices for the LOC to conduct briefing and debriefing meetings.									
			3m × 6m	20	Chairs					LOC	From the time on venue until the end of the event	−1 hour before, +1.5 hours after activity on venue
				1	Tables				1 large meeting table to stage a meeting of 10-16 people			
1	Rubbish bin	Emptied daily										
1	Fridge	Variety of soft drinks, water and juices										
1	Fan/AC	If temperature over 21 degrees centigrade.										
1	Heater	If temperature under 14 degrees centigrade.										
1	Power plug socket	With uninterrupted/reliable 220v power for hours of operation										

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Local Organising Committee Storage Area	Qualification Venue	This can be a temporary or existing structure close to the field of play to store and protect the sports equipment. Should be secure with and daily 24 hour security from to moment of delivery to the Qualification venue until safe return to its original location. The LOC will need to arrange transportation to move safely all the LOC equipment from the qualification venue to the finals venue and back to its original location.					
			1	Fork Lift Truck	To lift the LOC equipment to the transportation	LOC	From the time on venue until the day after the event has finished
			1-2	Trucks	To transport the LOC equipment and branding from the Qualification to the Finals Venue		
				Lights	To aid Security staff to observe over night		
				Covering	To protect the LOC equipment from weather conditions		
			1	Rubbish Bin	Emptied daily		
	Finals Venue	3m x 8m dependant on stock	1	Fork Lift Truck	To lift the LOC equipment to the transportation		From 2 days before the finals until the day after the event has finished
			1-2	Trucks	To transport the LOC equipment and branding from the Qualification to the Finals Venue		
				Lights	To aid Security staff to observe over night		
				Covering	To protect the LOC equipment from weather conditions		
			1	Rubbish Bin	Emptied daily		

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			Room
Media staff workroom (World Archery)	Qualification Venue	Work space for World Archery media staff on qualification and eliminations days, between one and four persons. Should be in secure location with easy access to field of play, preferably near results team. May be combined with On-Venue Results Room and/or Archery Fan Reporter workroom.	8m <sup>2</sup>	4	Chairs	LOC	Practice to end of eliminations	-1 hour before, +1.5 hours after activity on venue
				3	Tables			
				3	4-way power plugs	With uninterrupted/reliable power for hours of operation.		
				2	3G simcards	Each with minimum 2GB traffic included. Reloadable preferred.		
				1 +	Internet	Reliable, wired internet connection minimum 4mb download/4mb upload at connection point.		
				Four wired access points.				
				1 +	Fan/AC	If temperature over 21 degrees centigrade.		
				1 +	Heater	If temperature under 14 degrees centigrade.		
				Finals venue		Work space for World Archery media staff during finals days, between one and four persons. One to two staff should work at front of technical tent, in media workroom (if view or good camera field to field of play) or in media tribunes. Two staff should have easy access to field of play.		
2	Tables							
2	4-way power plugs	With uninterrupted/reliable power for hours of operation.						
2	3G simcards	Each with minimum 2GB traffic included. Reloadable preferred.						
1 +	Internet	Reliable, wired internet connection minimum 4mb download/4mb upload at connection point.						
		Four wired access points						

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
Media workroom (Visiting press)	Qualification venue	Work space for the invited media and photographers. Needs to be a secure, accredited area close to the field of play in either an existing or temporary space. 8m <sup>2</sup>				LOC	From official practice until competition is completed on the qualification venue	–1 hour before, +1.5 hours after activity on venue
			8	Chairs				
			6	Tables	For media personnel to work			
			1	Display	For media guides, results and other event material			
				Power sockets	Reliable, secure and grounded power during the event			
				Internet	Reliable, safe and fast password internet			
			1	Rubbish bin	Emptied after each session			
				Refreshments	Soft drinks, tea/coffee and bottle water			
			10	Chairs				
			20	Tables				
	Finals venue	10m <sup>2</sup>	1	Display	For media guides, results and other event material		Both days of the final	–1 hour before, +1.5 hours after activity on venue
				Power sockets	Reliable, secure and grounded power during the event			
				Internet	Reliable, safe and fast password internet			
			1	Rubbish bin	Emptied after each session			
				Refreshments	Soft drinks, tea/coffee and bottle water			
			1	TV Monitor	On a stand showing live footage of the FoP if there is not view			



Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			Room
Archery Fan Reporter workroom	Qualification venue	8m <sup>2</sup>	Work space for TV feature crew on venue through eliminations. Needs secure space for equipment storage as well as personnel (between one and four). Can be combined with media workroom.					
			4	Chairs		LOC	First day of competition to end of eliminations	+2 hours after activity on venue
			3	Tables	Tables to fit two seats minimum			
			3	4-way power plugs	With uninterrupted/reliable power for hours of operation.			
			1 +	Internet	Reliable, wired internet connection minimum 10mb download/5mb upload at connection point.			
	Finals venue	6m <sup>2</sup>	Work space for TV feature crew on venue for finals. Needs secure space for equipment storage as well as personnel (between one and four). Usually at rear of technical tent.					
			4	Chairs		LOC	Finals days	+2 hours after activity on venue
			2	Tables	Tables to fit two seats minimum			
			3	4-way power plugs	With uninterrupted/reliable power for hours of operation.			
			1 +	Internet	Reliable, wired internet connection minimum 10mb download/5mb upload at connection point.			
Editing room	Hotel  As closed as possible to our rooms.	12m <sup>2</sup>	Archery Fan Reporter, highlights and commentary editing room. Available through competition times until all highlights are complete plus one day after the event. Must be accessible at all times of day, have a reliable, high-speed wired internet connection and be secure.					
			Ideal editing rooms are usually hotel suites or conference rooms.					
			5	Chairs		LOC	Tuesday evening till Monday evening	24/7  From 17:00 Tuesday evening until 22:00 Monday evening
			3	Tables	Tables to fit two seats minimum			
			2	Keys	To access room			
			3	4-way power plugs	With uninterrupted/reliable power for hours of operation.			
			1 +	Internet	Reliable, wired internet connection minimum 10mb download/5mb upload at connection point.	Three wired access points.		

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
Mixed zone	Finals Venue	6m × 2m area	An area close to the main field of play with a natural flow from the athletes' exit of the main field of play.					
Results Team	Qualification Venue	6m × 3m	1		Waist height fencing to cordon off the area for only accredited media to access and keep observers at a safe distance	LOC	Both days of finals and 1 day before for rehearsals and testing	–1.5 hours before, +1 hours after activity on venue
			1	Rubbish bin	Emptied regularly			
			Existing or temporary enclosed structure, with flooring, located close to the main field of play and with sight of the competition targets. This area should be secure, lockable as it will contain large amounts of computer and technology equipment for running live results.					
			6	Chairs		LOC	From the day before official practice until the last session of competition at the qualification venue to move to the finals venue	–1 hour before, +1 hours after activity on venue
			6	Tables	1m × 2m			
			1	Printer	Colour laser			
			6	Packs of 500 sheets of paper	White 80g paper A4 size			
			200	Clip Boards	To hold and protect the original score sheets			
			1 box	Pens	Blue or black ink only			
				Power	With uninterrupted/reliable, grounded power for hours of operation. 3kW in results office and 1.5KW on the shooting range			
			2	3G simcards	Each with minimum 2GB traffic included. Reloadable preferred.			
			1+	Internet	Reliable, wired internet connection minimum 2mb download/2mb upload at connection point.			
1	Wi-Fi	Free Wi-Fi connection for all coaches to download live results and schedules						
	Bottled of water	Individually sealed water bottles						
	Fan/AC	If temperature over 21 degrees centigrade.						

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Results Team			1 +	Heater	If temperature under 14 degrees centigrade.		
			1	Rubbish bin	Emptied after every sessions		
	Finals Venue	2m × 4m Area	The results team will be based in the World Archery Technical Tent in a corner with a constant unobstructed view of the main field of play from the shooting line to the targets.				
			4	Chairs		LOC	Both days of finals and 1 day before for set up, rehearsals and testing.
			6	Tables	1m × 2m		
			1	Printer	Colour laser as used at the qualification venue		
				Power	With uninterrupted/reliable, grounded power for hours of operation. 3KW in results office and 1.5KW on the shooting range		
			2	3G simcards	Each with minimum 2GB traffic included. Reloadable preferred.		
			1 +	Internet	Reliable, wired internet connection minimum 2mb download/2mb upload at connection point.		
			Two wired access points.				
			1	Wi-Fi	Free Wi-Fi connection for all coaches to download live results and schedules		
				Bottled of water	Individually sealed water bottles		
			1 +	Fan/AC	If temperature over 21 degrees centigrade.		
		1 +	Heater	If temperature under 14 degrees centigrade.			
		1	Rubbish bin	Emptied after every sessions			
Scoring Area	Qualification Venue	3m × 6m	Temporary structure with 4 removable sides to accommodate 20 volunteers either next to the Results Team area or by the target area to bring the scoring devices and score sheets quickly to the athletes each end of shooting to update the live scoring.				

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
			20	Chairs	For the volunteers scores to sit on while shooting take place	LOC	First day of competition until the last day of elimination matches at the qualification venue
				Bottles of water	Individually sealed bottles of water		
			1	Fan/			
			Heater	According to the weather conditions			
Registration Area and payments	Qualification Venue	3m × 4m	Ideally and existing space, office with a reception area for participating teams to be welcomed by the LOC, check the entry details of their team members, collect the event information pack and settle any outstanding payments. This room should be private and lockable with an ability to accommodate 6 people. Would be good to be close to the accreditation office				
			6	Chairs		LOC	First day of team arrivals until the first day of competition
			2	Tables	1m × 2m		
			1-2	Computer or laptop			
			1	Printer	Print information and receipts of payment		
				Power	Reliable, secure and grounded power		
			1	Storage unit	Small and lockable to store cash		
				Bottles of water	Individually sealed bottles of water		
			1	Fan/			
			Heater	According to the weather conditions			
			1	Rubbish bin	Emptied daily		

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
Sports Presentation	Qualification Venue		The Sports Presentation team will be positioned with the DOS and consist of 6- 8 people. This area should be elevated 1 metre (minimum) in height and an unobstructed view of the field of play to see all targets and the complete length of the shooting line. Usually an enclosed tent but the front and side walls should have a window running along the length of each wall and 80cm high to view out of and protect the equipment inside from sunny and wet weather conditions.					
			4	Chairs		LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of competition at the qualification range. (6-7) days	-1 hour before, +30 minutes after competition
			2	Tables	1m x 2m			
			1	Audio Mixer	8 Channels minimum			
			1	Amplifier				
			2-4	Speakers	Outdoor, 45m in front of the shooting line			
				Power	Reliable, secure and ground power 3kW			
			1	Internet	Reliable fast internet (wired) 2mb up/download for access to live results and schedules			
				Bottled of water	Individually sealed water bottles			
			1 +	Fan/AC	If temperature over 21 degrees centigrade.			
			1 +	Heater	If temperature under 14 degrees centigrade.			
			1	Rubbish bin	Emptied after every sessions			

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
	Finals Venue	2m × 4m area	The Sports Presentation Team will be located inside the World Archery Technical tent with World Archery staff, World Archery TV, World Archery Results, Spotters and the DOS, Assistant DOS (25-30 people). The technical tent should have a rear exit/entrance, be enclosed but the front will have a front window 80cm high and running the entire length of the tent.				
			4	Chairs	Padded, comfortable	LOC	Both days of finals and 1 day before for set up, testing and rehearsals (2 days)
			2	Tables	1m × 2m		
			1	Audio Mixer	16 Channels minimum		
			1	Amplifier			
			4	Speakers	Outdoor, placed around the main FoP		
				Power	Reliable, secure and ground power 3KW		
			1	Internet	Reliable fast internet (wired) 2mb up/download for access to live results and schedules		
				Bottled of water	Individually sealed water bottles		
			1+	Fan/AC	If temperature over 21 degrees centigrade.		
			1+	Heater	If temperature under 14 degrees centigrade.		
			1	Rubbish bin	Emptied after every sessions		
Team Managers Meeting	Qualification Venue	10m × 15m	Ideally used an existing space, enclosed, private similar to a class room or lecture theatre to host between 100 – 150 people for a 1 –2 hours meeting.				
			100-150	Chairs	Arranged in rows, similar to a lecture theatre with a large aisle in the middle for access.	LOC	One day on the official practice day
			6	Tables	3 line up in front of all the chairs for the welcoming panel 1 for the Team Managers Booklets 2 for refreshments and snacks		
						2 hours during the day	

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
			1	PA/audio system	For the panel to be heard		
			3	Microphones	For the panel		
				Tea/Coffee making facilities	Tea, coffee, snacks and bottle of water		
			1	Fan or AC	To keep the room at a comfortable temperature		
			Ideally an existing space, open plan office, close the field of play and in a convenient location for event participants and other stakeholders to visit. Would also be wise to have the Local Organising Committee staff located in or close to this area to improve cooperation and for World Archery to better assist the LOC deliver a successful event.				
World Archery Office	Qualification Venue	2m × 6m	6	Chairs		LOC	From 2 days before official practice until the last day of competition at the qualification range to then move to the finals venue
			4	Tables	1m × 2m		
			1	Storage units	Secure and lockable		
			1	Photocopier/printer (share with LOC)	For printing and distribution of results, competition/transport schedules, team managers booklet and other event documents.		
			1	Tea/coffee making facilities	Snacks, fruit, nuts to keep the team going		
			1	Fridge	Store cold soft drinks, water, milk and juices.		
				Power	Reliable, secure and ground power 3KW		
			1	Internet	Reliable fast internet (wired) 2mb up/download for access to live results and schedules		
				Bottled of water	Individually sealed water bottles		
			1 +	Fan/AC	If temperature over 21 degrees centigrade.		
			1 +	Heater	If temperature under 14 degrees centigrade.		
			1	Rubbish bin	Emptied after every sessions		



Room	Location	Size (min)	Room				Room	Location	
			Room	Location	Size (min)				Room
Finals Venue	Once the competition is completed at the Qualification venue, the World Archery staff then transfer to the finals venue and operate from within the World Archery technical tent.	1m × 4m	4	Chairs	Padded, comfortable		LOC	Both days of finals and 1 day before for setup, testing and rehearsals.	–1 hour before, +1 hours after activity on venue
			2	Tables	1m × 2m				
		1		Power	Reliable, secure and ground power 3KW				
				Internet	Reliable fast internet (wired) 2mb up/download for access to live results and schedules				
				Bottled of water	Individually sealed water bottles				
			1+	Fan/AC	If temperature over 21 degrees centigrade.				
		1+	Heater	If temperature under 14 degrees centigrade.					
		1	Rubbish bin	Emptied after every sessions					

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
World Archery Storage Area	Qualification Venue	This can be a temporary or existing structure close to the field of play to store and protect the World Archery equipment such as, timing and TV equipment from the weather conditions. Must be secure with and daily 24 hour security from to moment of delivery to the Qualification venue until collection from the Finals venue by the World Archery shipping company. The LOC will need to arrange a fork lift truck and transportation to move safely all the World Archery equipment from the qualification venue to the finals venue, 2 days prior to the finals competition beginning. 14m × 4m					
			1	Fork Lift Truck	To lift the World Archery equipment to the transportation	LOC	Daily for 24 hours
			1-2	Trucks	To transport the World Archery and LOC equipment and branding from the Qualification to the Finals Venue		From 4-3 days before official practice, until 2 days before the final competition when transferring to the finals venue
				Lights	To aid Security staff to observe over night		
				Covering	To protect the World Archery equipment from weather conditions		
			1	Rubbish Bin	Emptied daily		
				Lights	To aid Security staff to observe over night		2 days before the finals competition and 1 day after for collection for shipping
				Covering	To protect the World Archery equipment from weather conditions		
			1	Rubbish Bin	Emptied daily		

Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
World Archery Technical Tent	Finals Venue	12m × 6m	World Archery Technical tent host the World Archery staff, World Archery TV, World Archery Results, Sports Presentation, Spotters and the DOS, Assistant DOS (25-30 people). The technical tent should have a rear exit/entrance, ideally elevated and be enclosed but the front will have a window 80cm high running the entire length of the tent. This space must be competed and ready by 09:00hrs the day before the first day of finals				
			35	Chairs	Comfortable	LOC	Both days of the final and 1 day before for setup, testing and rehearsal.
			20	Tables	1m × 2m		
			1	Storage units	Secure and lockable		
			1	Tea/coffee making facilities	Snacks, fruit, nuts to keep the team going		
			1	Power source	220v Reliable, secure and ground power (64 amp)		
			1	Internet	Reliable fast internet (wired) 2mb up/download for access to live results and schedules		
				Bottled of water	Regular supply of individually sealed water bottles		
			1+	Fan/AC	If temperature over 21 degrees centigrade.		
			1+	Heater	If temperature under 14 degrees centigrade.		
2	Rubbish bin	Emptied after every sessions					
						−1.5 hours before, +1 hours after activity on venue	

Room	Location	Size (min)	Room				Room	Location
			Room	Location	Size (min)	Room		
VIP Area	Qualification Venue	Covered VIP area with an additional area to serve food and drink refreshments. Should be next to the main field of play with an unobstructed view of the target, performing athletes, video wall and podium. 6m × 4m	8	Seats/		LOC	Days of competition	−1.5 hours before, +1 hours after activity on venue
			Sofas	Comfortable padded lounging chairs				
			6	Tables	Low knee height and dressed			
			1	Fridge/hot drinks maker	Variety of refreshments and snacks.			
			1	TV Monitors	To show live footage of the competition/results.			
			1	Fan/AC	If temperature over 21 degrees centigrade.			
			1	Heater	If temperature under 14 degrees centigrade.			
			1	Rubbish bin	To be emptied regularly.			
	Finals Venue	20m × 10m	8	Seats/Sofas	Comfortable padded lounging chairs		Both days of the final and 1 day before for inspection	−1.5 hours before, +1 hours after activity on venue
			6	Tables	Low knee height and dressed			
				Catering equipment	Mobile, hygienic and meets health legislation			
			1	Fridge/hot drinks maker	Variety of food and refreshments.			
			2	TV Monitors	To show live footage of the competition/results.			
			1	Fan/AC	If temperature over 21 degrees centigrade.			
			1	Heater	If temperature under 14 degrees centigrade.			
			1	Rubbish bin	To be emptied regularly.			

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
Victory Ceremony Changing Area	Finals Venue	3m × 3m	A temporary or existing structure/space within comfortable walking distance from the main field of play for 6-7 people to be able to securely store their bags and change into victory ceremony dress.					
			8	Chairs	Or 3 benches	LOC	Both days of finals and 1 day before for rehearsals	Begin the start time of competition until 1 hour after
			2	Tables	1m × 2m			
			1	Rubbish Bin	To be emptied daily			
Volunteer/ Workforce rest area	Qualification Venue	4m × 4m	A temporary or existing structure/space within comfortable walking distance from the main field of play for a team of volunteers to be able to securely store their bags and rest during off duty periods					
				Chairs	Or benches adequate for the number if volunteers	LOC	From the first day on venue until the last day of competition	–1 hour before competition and until event activities finish
			3	Tables	1m × 2m			
			1	Rubbish Bin	To be emptied daily			
				Chairs	Or benches adequate for the number if volunteers		From the first day on venue until the day after competition	–1 hour before competition and until event activities finish
			3	Tables	1m × 2m			
			1	Rubbish Bin	To be emptied daily			
			Wheelchair Storage (Para Archery)	Qualification Venue		Lockable and very secure space for individual teams to have the option to leave their competition wheelchairs and stools at the venue. Can be next to or with the archery equipment store.		
		4m × 6mx		Storage racks/ units or shelving	Emptied daily	LOC	From the 1 <sup>st</sup> day of unofficial practice until the last day of practice (6-7) days	–1 hour before, +1 hour after competition
			1	Rubbish bin				

Room	Location	Size (min)	Room			Room	Location	
			Room	Location	Size (min)			
Classification Room (Para Archery)	Qualification Venue	This area should be close to the main field of play, disabled accessible and away from very populated areas. Should be lockable, ensure the athlete's privacy and is used solely as a Classification area for the duration of the event. The Classification area should have two separate spaces, a room for evaluation and a reception area.	Waiting Area 6m × 4m	10	Chairs	LOC	From the first day of unofficial practice until the last day of competition	-1 hour before, +1 hour after competition
				1	Table			
					Bottles of water			
				1	Fridge or cooler			
				1	Large rubbish bin			
				1	Fan/AC			
				1	Heater			
		Evaluation Room 4m × 4m	4	Chairs				
			1	Table				
			1	Massage table				
			1	Printer/photocopier				
			1	Basin				
			1	Large rubbish bin				
			1	Fan/AC				
			1	Heater				





Room	Location	Size (min)	Room			Room	Location
			Room	Location	Size (min)		
Finals Venue	A space inside the venue and within comfortable walking distance of the main field of play, be on flat ground and a 30 metre space behind the targets or a safety wall 3m behind the targets. This area should have disabled access and open for all stakeholders to try archery.	10m × 10m					
			4	Tents	3m × 3m, linked together and fixed secure to ground	LOC	For both days of finals
			4	Tables	1m × 2m, sled based, if on grass		–1 hour before competition and the competition has finished
			10	Chairs	Sled based, if on grass		
				Rope or Fencing	In a formation to control queuing for the activity		
				Fencing	Around the perimeter of the range		
				Safety wall or net	3m behind the targets and 4m high to stop arrows that miss the target		
				Power	Secure, ground power source for the TV monitor		
			1	TV Monitor	On a stand to show live footage of the competition		
			2	Rubbish bins	Regularly emptied		

## 2.2 SPORT EQUIPMENT LIST

### Aim

To list and give a description of the specific equipment and quantities needed for an archery event.

### Purpose

For the organising committee to understand what specific archery equipment is required for a World Archery event, quantities and who between World Archery and the organising committee, will provide these items.

### Responsible Person

The procuring for general equipment for the event is a combination of all the functional areas but control on the cost, quantity and management of items should include the following:

- Event Manager/Director supervises, reviews and approves purchases for procurement
- Finance Manager to manage the budget and payments of procurement
- Sports Manager to select sports specific equipment, brands, suppliers and requests for ordering
- Equipment coordinator should manage/handle the ordering process, logistics, secure storage, maintenance, distribution and returns from within the organising committee

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Sports Procurement Manager who will work with the Sports Manager to manage the tender process, negotiate costs with the chosen supplier, process the order for selected items and arrange delivery in cooperation with the Logistics Department.

### People Required

- Sports Manager to select sports specific equipment, brands, suppliers and requests for ordering
- Equipment coordinator should manage/handle the ordering process, logistics, secure storage, maintenance, distribution and returns from within the organising committee

### Timeline

All equipment for an archery event should begin to be sourced and procured from the moment the event has been awarded and a budget allocated. Equipment should be delivered and available on venue no later than 1 week prior to the event.

The earlier the procurement process begins the better to generate sponsorship opportunities, gain reduced rates, source tender bids, guarantee stock levels and secure sufficient delivery times.

### Equipment

On the following page is a sample of a typical sports equipment list for a World Archery event. Quantities will be dependent on the type and size of event and the number of entries.

## 2.2.1 Equipment List

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Adhesive Tape	20 rolls	To temporarily secure items	Strong and suitable for outdoors Recommend different colours Ideal to mark out shooting positions, lines and range lanes for indoor events	LOC
Arrow Holder	4	To hold and protect 6 arrows each	Finals Venue Holders will hold and protect arrows while the arrow runners return the arrows from the target area to the coach	LOC
Arrow Pullers	20	To pull arrows out of the targets	Volunteers may be required to assist Para Archery team managers to pull and retrieve their athletes' arrows during competition	LOC
Athlete Shelter	Width of the shooting line	A row of 3mx3m tents or wider next to each other, to protect the athletes and coaches from the weather conditions	Qualification Venue Tents should be next to each other, allowing no rain to fall in between them, flooring, open front, closed sides and a retractable backing. Quality should be considered especially for windy conditions. Keep in mind good visibility for spectators.	LOC
Athlete Storage Box	2	Black Plastic box approx. D30cm × L60cm × W50cm with a lid for athletes and coaches to store their items in on the main field of play during a match	Finals Venue	LOC
Ball-pen	Same as the number of targets	Blue or black colour	To use together with scoreboard holders for recording scores	LOC
Barrier Tape	As required	To cordon off entrances or areas as required to secure the field of play	Qualification and Finals Venues	FOP
Bow Scales	2	To measure the strength of an athletes' compound bow	Qualification Venue Judges use during equipment inspection	LOC
Broom	4	To clean the carpet area of the finals field of play	Qualification and Finals Venues	LOC
Carpet	As required	Carpet, preferably for outdoor use, for the finals main field of play. Colour to be discussed with World Archery.	Finals Venue Indoor events will require carpet for both qualification and finals	LOC
Chairs	Number is dependent on the quantity of athletes, coaches and shooting format i.e. ABC or AB-CD	Chairs with rail legs rather than pronged legs on grass surfaces on agreed areas	Qualification and Finals Venue More chairs will be required for the shooting format of AB-CD	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Cheques	Depending on the number of categories and entries	Victory Ceremony Awards	World Archery to approve the designs of the LOC before printing	LOC
Coaches Boxes	4	Small plastic barriers measuring approx. 20cm high 150cm × 150cm to indicate where coaches and officials can stand on the finals field of play to prevent blocking TV camera views	Finals Venue	World Archery/ LOC
Coolers	10	Coolers to store and keep drinks cool and fresh for volunteers, staff, athletes and VIPs	Qualification and Finals Venues	LOC
Direction Signs	As required	To indicate route from target to target	Field Event	LOC
Director of Shooting (DOS) Tent	1	Qualification and elimination competition 4mx4m enclosed tent, with an 80cm viewing slit on the front and both sides, elevated 1m, with the entrance at the rear. Positioned on the main field of play to have an unobstructed view of the entire shooting line and targets for the competition	Qualification Venue The DOS tent will also accommodate the Sports Presentation Team (1 Show Director, 2 Announcers and an audio operator)	LOC
Display Name Boards	Same as the number of targets	To display the match going to happen on that target	Qualification Venue	LOC
Distance Markers	20	To mark measurements when measuring	Qualification and Finals Venues	LOC
Drill electric	1	Heavy duty for all sizes, set ups and uses	Qualification and Finals Venues	LOC
	4 sets of 1–128	Athlete Numbers. Black numbers on white (must be water and tear proof) approx. 210mm × 210mm with number height 121mm attached with a safety pin	Qualification and Finals Venues	World Archery
Fencing (crowd barrier)	As required	To cordon off areas so that only the required people will be in these areas	Qualification and Finals Venues Particularly behind the athlete shelter on the qualification venue to aid access control	LOC
Fencing Heras	As required	To cordon off areas so that only the required people will be in these areas	Qualification and Finals Venues	LOC
Fresh Flowers	Depending on the number of categories and entries	Victory Ceremony Awards	Optional	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Gloves working	40 pairs	Working gloves for LOC staff and volunteers	Qualification and Finals Venues	LOC
Guide Ropes	1 per target	Rope/cord to secure targets to the ground	To stake down the targets to the ground for windy conditions	LOC
Hammers	4	Metal hammers to stake pegs into the ground		LOC
Inflatable Arch	1	Large inflatable arch to be used for the athlete entrance on the main field of play	Finals Venue	World Archery/ LOC
Judges Green Signal Flag	2	Flags, Signal Nylon, green, 50cmx50cm, with 60cm wood or fibreglass handle	Back up should the electronic timing and signalling devices fail	LOC
Judges Red Signal Flag	2	Flags, Signal Nylon, green, 50cmx50cm, with 60cm wood or fibreglass handle	Back up should the electronic timing and signalling devices fail	LOC
Judges Umbrellas	8-10	Large umbrella, 1.5m in diameter and a strong secure base	Qualification Venue Placed on the waiting line, every 6 targets	LOC
Judges Yellow Signal Flag	2	Flags, Signal Nylon, green, 50cmx50cm, with 60cm wood or fibreglass handle	Back up should the electronic timing and signalling devices fail	LOC
Labels (paper)	For each athlete and team	Put in the display name board to indicate what match is happening on that target.	Laser printed on normal A4 paper and put into the display boards or placed inside a plastic wallet to protect against wet weather	LOC
Line Marker	1	Machine to paint straight lines on the range	Qualification Venue Provide white lines, each 2 targets, indicating the shooting range and shooting lanes. Indoors use white gaffer tape and carpet	LOC
Line Marking Paint	20 containers (10 litres)	Grass friendly white paint	Indoor events use white gaffer tape	LOC
Manual flip score boards	2-4 per target, depending on the phase of the competition and how many athletes per target	3 digit manual flip score boards, black with yellow segments to indicate scores of the match	Recurve matches require three per target, underneath the target face and/or on the ground. Compound matches require 2 per target and can be pinned on the front of the target in the top left and right hand corners above the target faces.	LOC
Medals	Depending on number of categories and entries	Victory Ceremony Awards	World Championships World Archery provides the medals. World Cup Final – World Archery provides the trophies	LOC
Media Bibs	100	To identify and permit visiting media onto the field of play media areas	Qualification and Finals Venues	World Archery

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Metal Detector Batteries	As per specification	For the metal detector	Qualification and Finals Venues	LOC
Metal Detectors	2	To find arrows in the ground that have missed the target	Qualification and Finals Venues	LOC
Metal Pegs (heavy duty)	2-4 per target	To stake the target legs and guide rope securely to the ground	Use sandbags or concrete blocks if it is not possible to use metal pegs to stake into the ground	LOC
Paper (size A4)	8 boxes containing 2500 sheets	Plain white paper for photocopiers and printers	Print results, score cards and information for the event	LOC
Peg Retriever	4	Tool with a long handle to help retrieving the metal pegs used to secure the targets	Qualification and Finals Venues	LOC
Photocopier (colour)	1	Photocopier to be able to copy and print documents as required	Qualification and Finals Venues	LOC
Plastic bags	Same as the amount of targets	Clear, transparent plastic bags	To protect score boards from wet weather	LOC
Plastic fastening strips	1000	To temporarily fasten items securely	Recommend all different lengths, sizes and colours	LOC
Podium	1	Victory Ceremony Podium for athletes to stand on for the victory ceremony	Finals Venue 1 podium comprising of 3 platforms; each big enough for the capacity of 3 athletes. The height of each platform should represent each place achieved 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> . Have a ramp or a suitable alternative for Para Athletes	LOC
Range Finder	1	To accurately measure the distances and target location on the field of play	Qualification and Finals Venues	LOC
Rubbish/ trash bags	200	Large plastic bags to collect rubbish from the event	Qualification and Finals Venues Place inside the rubbish containers	LOC
Rubbish/ trash containers	50	Metal or Plastic, no higher than 1m and with a lid to prevent spillage	Qualification and Finals Venues Make visible for easy use and locate in the areas most people congregate. Provide clear and easy instructions for separating rubbish for recycling and environmental efforts	LOC
Safety Pins	Number of athletes multiplied by the quantity of athlete (back) numbers given	For athletes to secure their number to their quiver	Qualification and Finals Venues	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Score boards holders	Same as the number of targets	Folding clipboards	To hold the score sheets and protect from the weather conditions	LOC
Score cards	For each athlete during the qualification round and match	For each athlete to record their arrow values in the qualification round, individual elimination, team and mixed team competition	World Archery will print LOC supply paper Waterproof paper for wet weather Field Events require thicker paper and different colours to represent each category	World Archery/ LOC
Shooting Line Numbers	Same as the number of targets	One for all competition targets. Size 40×40, numbers are 30cm tall with black figures on a yellow background, alternating with yellow figures on a black background (e.g. no 1 black on yellow, no 2 yellow on black)	Recommend 3 sets of numbers for each range: #1-80, for the Qualification Range #1-2 for finals range #1-6 for the warm up range The design can be a prism or 'A' Board shape	LOC
Shooting Pegs	200	Metal or wooden pegs, in different colours (blue, red and yellow) to indicate the bow discipline and category from where the athletes are to shoot from	Field Events, different colours for each category/event shooting on the course	LOC
Sign 3M Line	2-4	Indicate the 3M line	Qualification and Finals Venues	LOC
Sign 50m	2-4	Indicate the 50m distance	Qualification and Finals Venues	LOC
Sign 70m	2-4	Indicate the 70m distance	Qualification and Finals Venues	LOC
Sign Equipment Area	2-4	Indicate where athletes can place their equipment	Qualification and Finals Venues	LOC
Sign Media Area	2-4	Indicate the Media Area	Qualification and Finals Venues	LOC
Sign Shooting Line	2-4	Indicate the shooting line	Qualification and Finals Venues	LOC
Sign Waiting Line	2-4	Indicate the Waiting Line	Qualification and Finals Venues	LOC
Signs/Way finding	As required	Signage to indicate what spaces are in the venue. Also signs to provide directions to specific spaces on the venue	Qualification and Finals Venues	LOC
Soap and paper towels	As required	For on venue toilets	Qualification and Finals Venue	LOC
Spotting Scopes	2-3	High quality telescopes for spotters to identify quickly arrow values in the target	Announcers may also use telescopes when announcing Provide protective cases for transportation	World Archery and LOC
Sun cream	6 bottles	To protect LOC staff and volunteers when working outside	Qualification and Finals Venues	LOC



ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Tables	2 per the number of targets	Recommend 2m wide and 1m depth for agreed areas	Qualification and Finals Venue More tables needed if AB-CD shooting format	LOC
Tape Double sided	20 rolls as required	Tape with adhesive on both side to secure carpet and appearance	Qualification and Finals Venues	LOC
Tape Measure	1	To measure target faces, 2m long		LOC
Tape Measure (metal)	2	To measure ranges, at least 100m long	Metal to be more accurate and avoid stretching	LOC
Target Allocation Athlete Numbers (back numbers)	Number of athletes multiplied by 2 sets of numbers to be given	Athlete Numbers. Black numbers on white (must be water and tear proof) approx. 210mm × 210mm with number height 121mm attached with a safety pin	Qualification and Finals Venues	World Archery
Target Back Stop Netting	Dependant on the amount of targets	Hang on the target stand behind the target mat to prevent arrows passing through	Can be back stop netting or rubber mats	LOC
Target Centers	20	Replacement Centres	Qualification and Finals Venues	LOC
Target covers	Dependant on number of targets to be used	Size to completely cover target	To protect targets from the weather conditions when not in use	LOC
Target face pins	Minimum 4 per target face	Plastic pins to secure the paper target faces to the target mats		LOC
Target Faces Compound	4 per athlete	80cm target face from an approved World Archery Licence holder	Should have scoring zones 10-5 For finals the × ring line should be printed in light grey or white ink to avoid being seen on TV	LOC
Target Faces Compound Indoor	4 per athlete	40cm vertical target face from an approved World Archery Licence holder	Indoor tournaments much have the compound 10 and not the recurve 10	LOC
Target Faces Recurve	1 per athlete	122cm target face from an approved World Archery Licence holder	For finals the × ring line should be printed in light grey or white ink to avoid being seen on TV	LOC
Target Faces Recurve Indoor	2 per athlete	40cm vertical target face from an approved World Archery Licence holder	Indoor tournaments much have the recurve 10 and not the compound 10	LOC
Target Height and Angle Gauge	6	To measure the distance the target faces should be placed on the target mats in accordance to the ground and from the angle of the target	Qualification and Finals Venues	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Target Mats	Maximum number of athletes per session divided by 3 or 4 depending on which shooting format used. For practice range, total number of athletes divided by 8. Add 15% extra targets if the centre is not replaceable and 5% if the centre is replaceable.	Foam target mats	Ensure the reinforcement within the targets are suitable for the event format for both Recurve and Compound events	LOC
Target numbers	Same as the number of targets. 1 set for Qualification and 1 set for the Finals and warm up range	One for all competition targets. Size 40×40, numbers are minimum 30cm (Indoor minimum 15m) tall with black figures on a yellow background, alternating with yellow figures on a black background (e.g. no 1 black on yellow, no 2 yellow on black)	Recommend 3 sets of numbers for each range: #1-80, for the Qualification Range #1-2 for finals range #1-6 for the warm up range	LOC
Target Stands	Dependant on entries, estimate (80)	Wooden Target Stands	Ensure parts of the stand construction is not directly behind where the 10 scoring zone will be located on the target mat (check for all possible target face positions for recurve and compound)	LOC
Target Trolleys	2-4	For volunteers to easily move the targets on the field, if targets too heavy or large to move	Qualification and Finals Venue	LOC
Tents	As required	Tents for functional areas where existing spaces/building cannot be used	Qualification and Finals Venues	LOC
Toilet Paper	As required	For on venue toilets	Qualification and Finals Venue	LOC
Tool Box	2	A range of tools such as screwdrivers, saws, hammers, knives, nails and screws to be able to perform small manual tasks	Qualification and Finals Venue	LOC
Trophies	Depending on the number of categories and entries	Victory Ceremony Awards	Optional	LOC
Try archery bow and arrows	20 sets	Light strength, all sizes for both left and right handed people	Qualification and Finals Venues	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Try archery shelter/tent/gazebo	4	3m × 3m tents/gazebo to protect people at the activity from the weather conditions	Qualification and Finals Venues	LOC
Try archery tables and chairs	4-6	For the try archery coaches and their equipment	Qualification and Finals Venues	LOC
Try archery target faces	50	122cm standard target faces	Qualification and Finals Venues	LOC
Try archery target mats	8	Light weight foam targets to catch arrows from low strength equipment	Qualification and Finals Venues	LOC
Try archery target stands	8	Wooden and lower than the standard target face to ensure shooting direction is pointing down	Qualification and Finals Venues	LOC
Umbrella	30	Hand held standard golf umbrella	Qualification and Finals Venue For volunteers use during scoring when giving the electronic scoring devices to athletes. Can also use for escorting VIP's to the venue Transparent umbrellas are ideal for victory ceremony presenters to use during the victory ceremony when raining	LOC
Vehicles	As required	To transport athletes, officials, World Archery Staff and LOC Staff	Qualification and Finals Venue	LOC
Weights	20	Heavy duty (sand bags or concrete blocks) to secure items such as inflatables, stands and the base of devices in windy conditions	Qualification and Finals Venues	LOC
Wind Flags	To be on top of all target numbers for athletes to see wind direction	Wind flags Nylon, 30cm × 30cm, with 6mm flagpole. Wind flags should be produced in two separate colours such as (Red and Yellow) arranged so that they alternate on the targets. For example, target 1 (yellow), target 2 (red), target 3 (yellow), target 4 (red) and so on.	Recommend 3 sets of flags for each range: For the Qualification Range 2 for finals range 4-6 for the warm up range Should LOC's wish to produce wind flags in other colours other than red and yellow, please discuss with World Archery before production	LOC
Wind sock pole	2-4	3m high pole with secure base to hang wind sock	Should be 45m in front of the shooting line in the middle and on either side of the shooting range	LOC
Wind Socks	2-4	Indicate the strength and direction of the wind on the shooting range	Should be 45m in front of the shooting line in the middle and on either side of the shooting range	LOC

ITEM	QUANTITY	DESCRIPTION	NOTES	PROVIDER
World Archery Technical Tent	1	12m × 6m enclosed tent, with flooring and an 80cm viewing slit on the front and side facing the targets with the entrance at the rear. Ideal if the tent is elevated and positioned on the main field of play to have an unobstructed view of the entire shooting line and targets of the competition	Finals Venue The World Archery technical tent will also accommodate the DOS, Assistant DOS, Sports Presentation Team, World Archery staff and World Archery TV Production Team	LOC

ELECTRONIC	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Anemometer (Wind speed) Meter	1	To measure the speed and direction of the wind	Finals Venue	World Archery
Arrow Speed Meter	1	To measure the speed of the athletes arrows	Finals Venue	World Archery
Athlete TV Monitors	2	For athletes to see where their arrows have landed on the target	Finals venue. Should be a live, high quality, constant image with no delay	World Archery
Audio Mixer	1	Operate sound on the main field of play	Finals Range	World Archery/LOC
Audio Mixer and Public Announcing System	1	To play music and make announcements	Qualification Range	LOC
Audio Speakers	4–6	Play music on the Qualification Range	Qualification Range 45m in front of the shooting line in the middle and either side of the shooting range	LOC
Audio Speakers	4–6	Play music on the Finals Range	Finals Range	World Archery/LOC
Electronic Score Board wind/ arrow speed display	1	To display the reading from the wind speed meter	Finals Venue	World Archery
Electronic Scoreboard display	2	To display the athlete names and scores of the match	Finals Venue	World Archery
Electronic scoring devices	80	7inch wireless tablets for athletes to score their arrow values electronically	Qualification Venue for the qualification/ranking and elimination phases of the competition	World Archery
Headsets	2	For Announcers	Finals Range	World Archery

ELECTRONIC	QUANTITY	DESCRIPTION	NOTES	PROVIDER
Large Video Wall for the spectators	1	To display live and close images of the athletes shooting and the arrow impacting the target	HD-SDI Signal, on BNC connectors. 1920×1080 50i. If there is a problem with that type of signal, it could be possible to provide a SD-SDI Signal (with BNC connectors also), for a 16:9 signal (1024×576, or 720×576 anamorphic). The suppliers of the main video screen/wall will need to provide the necessary cable for the TV production company to transmit the images to the screen	LOC
LED panels	20m	To display sponsor graphics around the field of play	Finals Venue in an 'L' or 'U' shape	World Archery/LOC
Printer	3	Print documents, 1 of printers is coloured for printing accreditation cards	Qualification and Finals Venues	LOC
Radios (LOC staff)	40	Communication devices	Qualification and Finals Venues	LOC
Radios (Officials and WA Staff)	40	Communication devices	Qualification and Finals Venues	World Archery
Results TV monitors	6	Qualification Venue	To display the updated results after every end of 6 arrows	LOC
Routine Clocks with air horns	2	Signal when shooting can start and the time limits for shooting	Qualification and Finals venue. However, not for the practice ranges	World Archery
Television screen	4-6	Television screens to display results and or live images of the event for athlete waiting areas, canteen, judges scoring area, VIP areas and media centre	Qualification and Finals Venues For multi sporting events, two (2) extra TV screens to be placed in the target judge's tent behind the target wall to display arrows in targets for pre-scoring.	LOC
Television Video Cameras/ Equipment	As required	To create images of the event	Mainly Finals Venue but also possible at the qualification venue For multi sporting events, the Organising Committee will be required to provide two (2) HD cameras with fibre optic cabling to produce instant (no delay) live images of each of the athletes' targets on the main FOP for pre-scoring behind the target wall as well as displaying arrows in targets for athletes at the shooting line.	World Archery/LOC

## Check List

- ☐ Has a budget been allocated for the purchasing of sport equipment?
- ☐ Who will be responsible for the ordering and logistics of the events sports equipment?
- ☐ Has it been established what needs to be provided by the Local Organising Committee and what will be provided by World Archery?
- ☐ Is it established what can be rented and what is to be purchased?
- ☐ Will the large and expensive items be sourced by a tender process for evaluation?
- ☐ Does World Archery have any specific requirements and suppliers for archery equipment such as, target faces and target mats?
- ☐ Is all equipment both from World Archery and the local organising committee secure and safe?
- ☐ Will all the items both from World Archery and the local organising committee be insured against damage or theft during the event?
- ☐ Is there a stock control system to record what has been taken, by whom, when will it be returned and to assess the items condition?
- ☐ Who will be responsible for the maintenance and good working condition for each of the items?
- ☐ Who will sign for the delivery of all the items and what address should all deliveries be sent to?
- ☐ Will there be any requirement to assist in the safe passage of items through customs?
- ☐ Have the logistics in the arrival, storage, transfer to the finals venue and departure for shipping of the World Archery equipment and TV equipment been discussed and arranged with the World Archery Event Director?
- ☐ Has safe and secure storage been arranged for the arrival of the TV Production equipment? Make sure that the TV equipment is protected from the local weather elements such as rain, direct sun light and extreme hot or cold temperatures.
- ☐ Have the suppliers of the video screen/wall, on the finals venue, been made aware they are to provide the necessary cable from the screen for the TV production company to be able to transmit the images to the screen?
- ☐ What procedures are in place for asset protection, i.e. prevent sports equipment being stolen after the event?
- ☐ If the local organising committee have the event for more than one year, where will the event equipment be stored securely, is there a cost and has this cost for storage and transportation been accounted for?
- ☐ After the event, is the condition of the equipment good enough to be used at the next event or will there need to be some repairs or replacement purchased?
- ☐ Is there a legacy plan for all the equipment after the event and if so, who will be responsible for the distribution of this equipment?

## Notes

First establish:

- What is to be supplied by the LOC and World Archery
- What items need to be purchased and what items can be rented. Also consider, what can be sold after the event and what legacy plan is in place, especially for target mats and stands.
- Establish what is archery specific and if only certain licenced suppliers/brand can be used for World Archery events (i.e. target faces and foamed target mats)
- Large expensive items such as, target mat supplier, renting of the large video wall and temporary overlay (tents) a tender process should be launched to collect bids

- Group certain items within the list and identify if one supplier will be able to provide a group of items, therefore increasing the opportunity for discounts
- Identify suppliers for each item and gather quotations
- Latest possible delivery time reduces storage costs and damage to items in storage
- Is the equipment in good enough condition for the next event if the LOC has the event for more than one year?
- Devise a clear legacy plan for the items to be used after the event

General equipment and stationery for the event should be kept separate from the sport equipment list to keep the ordering, finances and distribution simple

Foam target mats should be used at World Archery events, approved suppliers can be supplied by World Archery

World Archery has a list of licenced producers of target faces to be used at World Archery events.



## 2.3 RESULTS, TIMING AND SCORING (RTS)

### Aim

For Local Organising Committees to have an understanding of what results, timing and scoring (RTS) services are and what personnel, equipment and spaces are required for this service to be provided throughout the event.

### Purpose

Results, timing and scoring perform many vital areas to ensure the event operates in a safe, fair, consistent manner according to the World Archery rules and regulations. For example:

Produce signals and timing indicators for everyone to understand when the range is live for shooting and that athletes, officials and spectators are aware of the time available to shoot in a match.

Record the arrow values for each athlete fairly throughout all stages of the competition, to determine the rank and winner of a match.

Collect and collate the data to establish final athlete/team positions for awards and produce results/reports for distribution within the venue and worldwide.

### Responsible Person

The World Archery Results Manager will be responsible for the delivery and servicing of all results, timing and scoring operations for the event. The World Archery Event Manager/Director will work with the local organising committee to establish the needs and requirements for the World Archery Results Manager and team members to service the event.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Results Manager who will work with the Venue Technology Manager and Sports Manager to coordinate the timing, scoring and results services for the archery event. In addition, there is usually a main title sponsor of the games who will work with the Venue Results and Technology Manager to provide the necessary timing and scoring devices for the event.

### People Required

#### Qualification Round and Preliminary Elimination Venue

- World Archery Results Manager.
- Two World Archery timing and scoring technicians to check the data received in WAREOS, set up and maintain the operation of the timing and scoring devices.
- One (1) to two (2) people to frequently collect the original result reports from the World Archery results, timing and scoring team to copy and distribute to the team pigeon boxes, officials, broadcasting and media.
- One (1) volunteer for every three (3) targets to carry the score sheets and electronic scoring devices (tablets) to the targets for athletes to score their arrows for each end of shooting.
- One (1) Field of Play Coordinator to coordinate the operation of athlete/team name boards in front of the shooting line to indicate where the matches are taking place for each preliminary round.
- Eight to ten people to produce the score sheets for each athlete/team for each round and the distribution of the athlete number for qualification target assignment and elimination rank.
- Four (4) to six (6) volunteers to assist in the preparation for transporting the timing and scoring devices from the qualification venue to the finals venue.

## Finals Venue

- World Archery Results Manager
- Two World Archery timing and scoring technicians to act as a spotter, input scores electronically and setup/maintain the operation of the timing and scoring devices.
- Two (2) reliable volunteers or preferably two (2) national judges to manually score the arrows onto score sheets for each match.
- One volunteer to immediately transport the completed score sheet for the match from the target area on the finals field to the World Archery Results Manager located in the World Archery technical area by the shooting line for verification.
- Four (4) to six (6) volunteers to assist in the packing away and preparation of the scoring and timing devices for shipping to the next event.

## Operations

### Qualification/Ranking Round

There are two forms of scoring for qualification as stated in the World Archery rule book:

#### 1) Manual scoring

There is one (1) score sheet per athlete on each target for athletes to write down their arrow values. The score sheet template is provided and printed by World Archery. The local organising committee will need to provide the protective score boards, assembled with the score sheets, athlete (back) number and distribute on the range.

#### 2) Electronic scoring

The software and tablets are supplied by World Archery, one for each target of 3 to 4 athletes for the athletes to enter in their arrow values.

In all cases, the manual paper score sheet prevails.

- After each end of shooting, athletes will walk directly to their target to score their arrows themselves. At the same time, volunteers will also walk to the targets to meet athletes with the manual score sheets and the electronic tablet for each end. Once scoring is completed, athletes return to the shooting line and volunteers to the results area, with the score sheets and tablet, for cross referencing between the electronic and manual scoring.
- At the end of the qualification round each athlete (or athlete representative) must double check their score sheet addition and totals and sign before the volunteers return the score sheets to the World Archery results team.
- Arrow values that have been entered into the tablets by athletes will immediately update the live scoring network and will be distributed via the monitors situated in the athlete shelter area, World Archery “infosystem”(available for login on venue via WiFi) and also on the global internet.

### Timing and signalling for Qualification/Ranking

- To comply with World Archery rules, timing and signalling devices are required to indicate when athletes can approach the shooting line to begin shooting but also be aware of the time limit they have in which to shoot their arrows. Please refer to the World Archery rule book for the allocated time for shooting.
- World Archery will supply the software, timing devices and cables of the timing/signalling devices.
- The DOS (Director of Shooting) and Assistant DOS will operate the control panel to operate the timing and signalling devices with Sports Presentation and the World Archery results team.

## Eliminations

After qualification, those athletes that qualify for the elimination phase of the competition, will be entered into a head to head bracket.

There are two forms of scoring for elimination:

### 1) Manual scoring

There is a score card per match consisting of either two athletes or two teams. Athletes will write down the arrow values for the match. The score sheet template is provided and printed by World Archery. The local organising committee will need to provide the protective score boards, assembled with the score sheets, athlete (back) number and distribute on the range.

### 2) Electronic scoring

Tablets are supplied by World Archery, one for each target/match for the athletes to enter in their arrow values.

In all cases, the manual paper score sheet is paramount.

- After each end of shooting, athletes will walk directly to their target to score their arrows. At the same time, volunteers will also walk to the targets to meet athletes with the manual score sheets and the electronic tablet for each end. Once scoring is completed, athletes return to the shooting line and volunteers to the results area, with the score sheets and tablet, for cross referencing between the electronic and manual scoring.
- At each end of the elimination round and match, each athlete (or athlete representative) must double check their score sheet addition and totals and sign before the volunteers return the score sheets to the World Archery results team.
- Arrow values that have been entered into the tablets by athletes will immediately update the live scoring network and be distributed via the monitors situated in the athlete shelter area and on the internet.
- The field of play coordinator and volunteers will need to observe the status of matches to collect the name boards of the losing athlete/team and reposition the name board of the winning athlete/team in the correct place for the next round according to the competition schedule, bracket and field of play layout.

## Timing and signalling for Eliminations

- To comply with World Archery rules, timing and signalling devices are required to indicate when athletes can approach the shooting line to begin shooting but also be aware of the time limit they have in which to shoot their arrows. Please refer to the World Archery rule book for the allocated time for shooting.
- World Archery will supply the software, timing devices and cables of the timing/signalling devices.
- The DOS (Director of Shooting) and Assistant DOS will operate the control panel to operate the timing and signalling devices with Sports Presentation and the World Archery results team.

## Finals

There are two forms of scoring used for the finals:

### 1) Pre-manual scoring:

A score card per match consists of either two athletes or two teams. One to two national judges/officials, who are located in a protective hide close to the targets, will write down the arrow values for the match using a TV monitor that has a live (no delay) image of each target. Once shooting has stopped, an official, scorer and the two representatives of each athlete will go to the target. At the target, the procedure is that the target judge calls out the arrow values in the target, at the same time, the scorer verifies the written scores with the arrow values being called out by the target judge, and then the scorer confirms via radio with the World Archery Results Manager/verifier, or the spotter should any corrections need to be made to the electronic display score boards. Once scoring is complete the athlete agents

retrieve the arrows out of the target and give to the arrow runners to transport back to the athletes/coach for the next set/end. The score sheets will be provided by the World Archery results team. Once the match is over and the score sheet completed correctly, one of the officials will give the score sheet to a volunteer who will immediately give the score sheet to the World Archery Results Manager in the World Archery technical tent for verification.

## **2) Electronic scoring:**

A member from the World Archery results team will act as a spotter from the World Archery technical tent. Using a telescope, with an uninterrupted view of the target, the spotter will see the arrow hit the target and immediately establish the arrow value, enter that value into the scoring system that then displays the score of the arrow and match on the display screens on the venue. Cases of the arrow touching the line, the spotter will enter what they believe and wait for the judge to call and verify upon scoring and arrow retrieval.

At some pre-selected World Archery events the FalcoEye system is used for final matches. FalcoEye is a scoring system that uses moving lasers to establish the location and value of the arrows on the target to then immediately display the match results on the existing World Archery results system on the venue and internet. FalcoEye targets will be provided by World Archery and 2-3 additional members from the FalcoEye team to operate the system with the World Archery results team.

## **Timing and signalling for Finals**

- The same timing and signalling devices used in the qualification and preliminary phase will also be used at the finals venue for the final. As athletes and teams alternate when shooting their matches, the timing and signalling devices are required to indicate when athletes can approach the shooting line, which athlete is to shoot first and also be aware of the time limit they have in which to shoot their arrow. Please refer to the World Archery rule book for the allocated of time for shooting.
- World Archery will supply the software, timing devices and cables of the timing/signalling devices.
- The DOS (Director of Shooting) will operate the control panel to operate the timing and signalling devices with Sports Presentation and the World Archery results team.

## **Equipment**

### **Qualification and Elimination Venue Equipment**

#### **Provided by World Archery**

- WAREOS (World Archery Results and Entry Online System) to allow Member Associations to register the members of their team that are to participate in each World Archery event.
- Athlete (back) numbers for each category and bow discipline for the qualification/ranking round and ranking for the elimination phase of the competition
- Print off of the score sheets for the entire competition
- Print of the name sheets of all athletes and teams that qualify for the elimination phase
- Results software for calculation, processing, creating and distribution of reports
- 2 sets of 2 routine clocks and cabling
- Director of shooting timing and signalling control box
- 90 electronic scoring tablets
- Radios for the World Archery results team
- Shipping for the World Archery results, timing and scoring devices

## Provided by the Local Organising Committee

- 6 tables measuring roughly 2m long and 6 chairs for the results area
- 2 tables measuring roughly 2m long and 4 chairs for the Director of Shooting area
- 20 chairs for the volunteers taking out the score sheets
- 1 Colour laser printer
- 6 packs of 500 sheets of white, size A4 (210 × 297mm or 8.27 × 11.7 inch) 80gms printer paper. Note: for Field Archery 6 different colours of paper are needed to represent the different categories and bow disciplines. The paper thickness should be very thick roughly 160gms.
- Protective clip score boards to hold the score sheets. Ideally, for manual scoring there should be 4 sets to the number of targets being used for the competition and two sets for electronic scoring. This will enable advanced preparation for each stage of the competition.
- Number flip boards for each target to illustrate the scores of all the matches. Note: 2 per target with 3 digits each are needed for compound, while 3 per target are required for recurve to show the sets and end scores.
- Display boards to display the athlete/team name for each target to be placed in between the 3m and the shooting line, big enough to hold a A4 paper
- 6 TV screens on stands measuring 150 – 160cm high with cabling and power to display the results after every end of shooting to athletes, coaches, media and spectators
- Power in the results areas of 3KW
- Power on the qualification range 1,5 KW
- WIRED Internet connection of 2MB up and download dedicated for result team.
- 3G data SIM card as backup connection, minimum 2GB traffic available.
- Wi-Fi access for coaches, officials and spectators to access live up to date results via the internet, on a separate internet line than the WA lines.

## Finals Venue Equipment

### Provided by the Local Organising Committee

- 4 tables measuring roughly 2m long and 8 chairs for the results team and director of shooting (DOS) located in the World Archery technical area
- 2 tables measuring roughly 2m long and 8 chairs for the officials and athlete representatives located in the protective hide close to the targets on the finals range
- 1 fast colour laser printer with network connection and drivers for windows and Mac Os
- Fast black and white printer
- 2 packs of 500 sheets of white, size A4 (210 × 297mm or 8.27 × 11.7 inch) 80gms printer paper. Note: for Field Archery 6 different colours of paper are needed to represent the different categories and bow disciplines. The paper thickness should be very thick roughly 300gms.
- 20 protective clip score boards to hold the score sheets
- 3KW Power in the results areas
- 3KW Power on the finals range for 2 routine clocks, 3 LED panel display units and the 2 FalcoEye laser reading targets
- Internet connection of 2MB up and download
- If FalcoEye will be used, 1 table measuring 2m long and 3 chairs and access to power sources

### Provided by World Archery

- Print off of the score sheets for the entire competition
- Results software for calculation, processing, creating and distribution of reports
- 2 sets of 2 timing routine clocks and cabling

- 3 LED display panels to show the athlete/team name and scores for the match
- Director of shooting timing and signalling control box
- Monitor with cabling and a live image of the target for officials to perform pre-scoring from the protective hide located near the targets on the finals range
- Wind and arrow speed meter
- Radios for the World Archery results team
- Telescopes for the spotters and announcers
- 2 FalcoEye laser reading targets with stands and a team to calibrate and operate during matches
- Shipping for the World Archery results, timing and scoring devices and FalcoEye targets

## **Results, Timing and Scoring area specifications are recommended to be**

### **Qualification and Preliminary Elimination Venue**

- World Archery results team a 3m × 6m enclosed tent, recommended with flooring. Air conditioning or heating according to the location of the event
- Director of Shooting a 4m × 4m tent, elevated 1m high with see-through front and side walls to protect against weather conditions and provide a view to inspect the safety of the range. Sports Presentation will also be located in this area for qualification.
- Expensive electrical and technical equipment will be installed in the results area and DOS position and will need to stay in place for 5-6 days. Therefore, reliable security and protective covering will be required from the LOC.
- Protected cable passage to connect the different operational areas (results, DOS, media, WA offices)

### **Finals Venue**

- The World Archery results team and director of shooting will be located with World Archery TV and Sports Presentation in the World Archery technical tent measuring 6m × 12m. The tent should have flooring, one rear entrance and air conditioning or heating to be supplied according to the location of the event. The tent/structure will be enclosed but the sides facing the targets and shooting athletes should have a viewing slit the whole length of the tent and between 60cm – 70cm high to view all of the finals range. There should also be see through/transparent covering or glass to use during bad weather conditions to protect electrical equipment as well as having an uninterrupted view of the finals range.
- Protective hide, with a roof, measuring 3m × 3m with the sides facing the shooting athletes made of 5 ply wood. The hide should also have a roof to protect the officials, athlete representatives and TV monitor from the weather conditions. The hide should be close but to the side of the targets on the main finals range for fast and easy access to retrieve and score arrows.
- FalcoEye will need an enclosed 3m × 3m tent situated behind the safety wall of the finals range or hidden either side of the targets on the finals range.

### **Timeline**

- Submit for review, 4-6 months prior, venue plans/sketches of the venue layout for the results team, World Archery technical area and director of shooting for both the qualification and final venues
- World Archery results and director of shooting areas at the qualification and preliminary range will need to be ready 2-3 days prior to official practice.
- World Archery technical tent and protective hide at the finals range will need to be ready 1 day before the first day of finals.

## Check List

- ☐ Has there been a budget allocated for the cost of a results, timing and scoring services and team?
- ☐ Have the World Archery results team been sent the local organising committees' list of staff/volunteers, names, job titles and accreditation access?
- ☐ What are the operational dates and times for the results, timing and scoring services?
- ☐ Have airport transfers been arranged for the World Archery results team? Also for the FalcoEye team should FalcoEye be used at your event?
- ☐ What transport and transport schedules have been arranged for the World Archery results team between venue and hotel? Also for the FalcoEye team should FalcoEye be used at your event?
- ☐ Have the results, timing and scoring team been given a venue (s) map/plan?
- ☐ Where are the results, timing and scoring teams situated in both venues?
- ☐ Have the necessary space and equipment been provided for the World Archery results, timing and scoring team?
- ☐ When and where is team registration for participating teams for the World Archery results team to double check that the data entered in WAREOS by the Member Associations is correct, such as, athlete name, date of birth, category and bow discipline?
- ☐ Have the results, timing and scoring devices been set up and tested by the equipment supplier on the first day of training on the qualification/ranking field? For multisporting events/games this will be done a lot earlier, before athlete arrive for the first day of practice.
- ☐ What are the procedures for results, timing and scoring staff to go onto the main field of play (FoP) and has this been discussed with the World Archery Event Manager/Director, Chair of Judges and security?
- ☐ What are the access routes for the results, timing and scoring team to areas within the venue such as, VIP areas, spectator areas, athlete areas and the main field of play (FoP) to install and maintain results/display equipment?
- ☐ Have a number of volunteers been recruited and selected to assist the World Archery results team and have they rehearsed, performed a role play exercise to understand the operation and collection of scores during all phases of the competition?
- ☐ What are the distribution areas and methods to be used during the event for results and event documents? Please refer to the last page of this section for a table illustrating the various documents, who produces them, where, when and how they are to be distributed.
- ☐ Has the Local Organising Committee submitted the venue plans both the qualification and finals venue to World Archery for review to illustrate the location of personnel, equipment and power sources for the results, timing and scoring team?
- ☐ For a multi sporting event, do the results, timing and scoring team have the necessary accreditation to gain access to all areas of the venue?
- ☐ Does the World Archery results, timing and scoring team have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and emergency numbers?
- ☐ Have all the stakeholders been informed where a results, timing and scoring team are located on venue and the operational hours? For example, through the team managers meeting, team managers booklet, venue map, spectator guides, frequent announcements via sport presentation?
- ☐ Is there clear signage around the venue indicating the Wi-Fi access code for coaches, officials and spectators to log on and view live results?



- ☐ Have drinks and meals been provided for the World Archery results, timing and scoring team and sufficient cover arranged during lunch breaks?
- ☐ Who from the local organising committee will collect daily the result reports to be copied and distributed to the teams' pigeon boxes, officials, broadcasting and media?
- ☐ Has a volunteer been recruited to transfer completed score sheets after each match on the finals venue to the World Archery Results Manager for verification?
- ☐ Has 24 hour on venue security been arranged for the results, timing and scoring equipment on both venues during the event?
- ☐ What are the transition plans between the qualification and finals venue of the World Archery results, timing and scoring equipment?
- ☐ Is there sufficient and secure storage for the shipment arrival and departure of the World Archery results, timing and scoring equipment?

## Notes

The World Archery results, timing and scoring team may also provide the necessary services to produce accreditation for the event.

The World Archery results team and their equipment will need to be transferred to the finals venue, from the qualification, on completion of the last preliminary elimination match to install and test ready for the medal matches the following day.

## 2.3.1 Results & Information Distribution

Done by	World Archery Results	World Archery Results	World Archery Results	L.O.C	L.O.C	L.O.C	L.O.C	L.O.C	L.O.C	L.O.C	InfoSystem
Print Outs	TD (approval)	Sport Pres+/ DOS	In Internet (pdf)	Boards on FoP (1 copy per Board)	TEAMS (Pigeonhole /Hotels)	Media Office	World Archery Office	Chair Judges & ITOs (Judges)	Chair Jury of Appeal	VIP Spectators	Athletes/ coaches on the field
Start list By Countries	1 (immediately)	1	1 (1min)	1 (15 min)	1 (15/30 min)	5-15 (15 min)	3 (15 min)	3 (15 min)	1 (15 min)		1
Start list by Target	1 (immediately)	1	1	1 (15 min)	1 (25/30 min)	5-15 (15 min)	3 (15 min)	3 (15 min)	1 (15 min)	5-15 (15 min)	1
Start list by Division	1 (immediately)	1	1	1 (15 min)	1 (25/30 min)	5-15 (15 min)	3 (15 min)	3 (15 min)	1 (15 min)		1
Competition Schedule	1 (immediately)	1	1	1 (5 min)	1 (15/30 min)	5-15 (15 min)	3 (15 min)	# of Judges (15 min)	1 (15 min)	5-15 (15 min)	1
Team Managers Meeting Booklet & Info	1 (immediately)	1	1	1 (15 min)	1 (15/30 min)		3 (15 min)	1 (15 min)	1 (15 min)		1
Intermediate Results (after each end)		1	1								1
Intermediate Results after the first 36 arrows	1 (immediately)	1	1	1 (15 min)	1 (5/30 min)	5-15 (5 min)	3 (5 min)		1 (15 min)	5-15 (immediately)	1
Bracket – Target Assignment for Elimination Round	1 (immediately)	1	1	1 (15 min)	1 (15/ min)	5-15 (15 min)	3 (15 min)	3 (15 min)	2-3 (15 min) And also via WA tablet	5-15 (5 min)	1
After end of each Elimination	1 (immediately)	1	1	1 (15 min)		5-15 (5 min)	3 (15 min)			5-15 (5 min)	1
Final Result of the Day	1 (immediately)	1	1	1 (15 min)	1 (15/30 min)	5-15 (15 min)	3 (5 min)	3 (15 min)		5-15 (5 min)	1
Transport Schedule	1 (immediately)	1	1	1	1		1	1			1
Catering Times	1 (immediately)	1	1	1	1		1	1			1
Info Notices	1 (immediately)	1	1	1	1	1	1	1			1

### **Distribution Notes**

- Sports Presentation and DOS can be sent information electronically via the World Archery Tablets
- Teams can also be emailed directly to the team representative (Team Manager/Coach)
- Media Office can be sent information electronically
- For World Championships and multisport Games event the Chair Jury of Appeal is on the distribution list

## 2.4 ACCREDITATION

### Aim

Explaining the importance and processes of operating access control zoning to an archery venue and how to implement an accreditation system to ensure efficient on venue operations during the event.

### Purpose

The process of access control zoning and applying these measures allows effective and successful venue operation management. Access control protects specific operational areas from personnel that have no function or role in that area.

Creating and implementing an accreditation system enables certain people with a role and duty in the event to specific areas within the venue to perform their function without hindrance from unnecessary people in the area.

### Responsible Person

It is the responsibility of the Event Manager/Director to identify and propose areas of the venue with access control zones for accreditation access and review with the World Archery Event Director and/or Technical Delegate.

The Event Manager/Director and Services Manager should establish who, from the local organising committee, is to be accredited to perform their role and what areas of the venue they need to have access to. This data should be collected, inputted into the World Archery accreditation template and returned to the World Archery Results Manager to produce accreditations for the event.

For World Archery events, the World Archery Results Manager provides the services in producing and supplying accreditation cards for all personnel attending/participating at the event. Please see an example at the end of this section. Photographs will be taken and collected at various World Archery events and stored on a secure database only to be used for accreditation purposes at World Archery events. Local Organising Committees can send passport type photographs of their staff for accreditation in advance to the World Archery Results Manager.

For competition/event managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Accreditation Manager who works with the Venue General Manager and Sport/Competition Manager to coordinate access control and accreditation zoning for the venue and sport areas.

### People Required

- Event Director/Manager to design and propose all event venue spaces and routes with correct access control status and submit to the World Archery Event Director for review. Also complete and submit the World Archery accreditation template with all the local organising committee personnel details that require accreditation.
- Venue Manager to check that their operation venue spaces and routes are issued with the correct access control status and submit to the Event Director/Manager the details of their team for accreditation. In addition, to mention any regular services such as post/deliveries and any booked maintenance engineers visiting to service areas of the venue during the event.
- Security Manager and Spectator Services to train and deploy personnel to perform access control accreditation checks at entrances to accredited areas.
- World Archery Event Director to review the proposed access control zoning venue plans and routes proposed by the local organising committee.

- World Archery Results Manager to coordinate the production of the accreditation system before and during the event.
- Services Manager and volunteer requirement to train all volunteers and local organising committee staff on access control and accreditation awareness.
- All the heads of functional areas are to check that their venue spaces and routes are issued with the correct access control status and submit to the Event Director/Manager the details of their team for accreditation.
- Two (2) volunteers to assist the World Archery Results Team in confirming team registration, assembling, activating and issuing event accreditation.

## Equipment

The accreditation area should be based in a front of house area, close to the venue entrance for easy access by none accredited persons to have their photo taken and collect accreditation for the event.

Close, accurate and fast communication is required between the team registration/payments and accreditation to know if a team should be issued or have their accreditation activated for that event.

## Provided by the Local Organising Committee

- Full colour, fast laser standalone printer to print the details and photos of each person to be accredited onto the pre-printed accreditation cards
- 4 tables measuring roughly 2m long, 1m width and 6 chairs for the accreditation area
- Power in the accreditation area of 3KW
- WIRED Internet connection of 2MB up and download dedicated for result team
- 3G data SIM card as backup connection, minimum 2GB traffic available

## Provided by World Archery

- WAREOS (World Archery Results and Entry Online System) to allow Member Associations to register the members of their team that are to participate in each World Archery event
- Pre-printed accreditation cards, example at the end of this section
- Plastic wallets to protect the printed accreditation cards
- Lanyards to hang the accreditation
- Computer equipment and camera to take passport type photographs on venue
- Radios for the World Archery results and accreditation team
- Shipping for the World Archery accreditation equipment

## Timeline

- 6-12 months, establish on venue plans what is front of house (for the general public and spectators where a ticket may or may not be required) and what is back of house (the operational working areas of the event/venue where people with an accreditation can access).
- 6 months, define and award each area/space an access control zone category level using the World Archery access code at the notes part of this section. Identify what level of access and accreditation is required for each area, checking with the respective functional areas the routes/pathways for their personnel to get to a specific area to perform their duty.
- Each month approaching the event, the Event Director/Manager should review, with the respective heads of functional areas, the venue plans, access control zoning categories, access routes and checks to their spaces to identify any difficulties.

- 2 months, when all functional areas agree on access control levels, establish what access control signs need printing, their location and how many access control staff are required to check accreditations before entry.
- Two (2) weeks, return the completed accreditation template file to the World Archery Results Manager listing all Local Organising Committee personnel that require accreditation indicating, family name, given/first name, gender, function/position and the areas of the venue they require.
- One (1) week, train and inform all staff, volunteers and particular access control staff with venue plans to illustrate:
  - Access control category levels
  - Areas of the venue that have been awarded access control and what status
  - Types of accreditation to be used at the event
  - Protocol in how to check accreditations, procedures to handle situations of difficulty and request assistance if required
  - Any areas of concern in the venue where corridors or stairways need to be used by accredited persons that have conflicting access privileges and where accredited and none accredited persons cross or merge

## Check List

- ☐ Has a plan been drawn up of the venue with front and back of house areas established?
- ☐ Have the restricted areas/zones been identified on the venue plans?
- ☐ Using the World Archery access points, have they been applied to the restricted areas/zones identified and to the venue plans?
- ☐ Has it been decided what access rights each person attending the event and venue will have?
- ☐ Are there different categories of access zones and have they been applied to the venue?
- ☐ Have all access points to restricted areas been identified and clear signage displayed at the entrance to show who can enter?
- ☐ How is the accreditation to be created, when and where will accreditation passes be distributed?
- ☐ Are there any areas/zones that cross, merge or share the same access points, stairways or corridors and how is this being addressed?
- ☐ What access checking controls are required and where will people be deployed to check accreditations to access restricted areas such as main field of play, VIP areas, doping control station, operational areas and athlete areas?
- ☐ Where in the front of house area will the accreditation office be located on the qualification and finals venue?
- ☐ What are the operational hours for the accreditation office and is everyone aware of these dates/times?
- ☐ Has sufficient relief breaks been planned and replacement cover organised for access control staff?
- ☐ Has clear and sufficient signage been installed on the venue for people to find the accreditation and team registration offices?
- ☐ Has a method of protocol been established and the necessary staff trained in how to check accreditations and politely deny access to those with incorrect accreditation?
- ☐ What are the procedures for access control staff to raise alarm and request assistance in difficult situations?
- ☐ Is it established at what date and venues the accreditation will be active?
- ☐ Has everyone, in particular security and access control staff, been informed of any changes or amendments to an access point or a change in category to a restricted area?
- ☐ Will event accreditation also be used to gain access to event meal provision and transportation and are the catering staff and drivers aware they should only provide services to people wearing their accreditation?

- ☐ How will visiting contractors and service people be accredited, such as postal services, plumbers and electricians to do unexpected repairs/maintenance?
- ☐ Have medical staff been given the correct accreditation and have all security access control staff been informed to allow medical staff anywhere to attend to medical incidents?
- ☐ What is the procedure if someone has forgotten or lost their accreditation?
- ☐ What is the procedure should someone need to be upgraded either for a short period or the whole duration of the event to access an area to perform a role/duty?
- ☐ Has the World Archery accreditation template been completed and sent to the World Archery Results Manager containing a completed list of the local organising committee staff, volunteers, their positions and access rights?
- ☐ How frequently and who from the LOC Finance Department will inform the World Archery Results Team which teams have fully paid and which have not to establish which teams should receive their accreditation/accreditation activated?
- ☐ Have two volunteers been assigned to the World Archery Results Department to assist with team registration and accreditation?
- ☐ What is the process to register and accredit visiting media such as photographers, press and TV broadcasters?
- ☐ How are ad hoc and last minute requests for accreditation going to be handled?
- ☐ Has a seating plan been made to indicate where accredited people are to sit during competition, such as, media, none competing athletes, VIPs, World Archery guests, Local Organising Committee staff/volunteers that are off duty?
- ☐ What controls are in place to ensure that only one (1) team official per athlete is on the field of play during qualification and elimination competition? Please refer to this rule 'Number of team officials allowed on the field of play' in the World Archery rule book

## Notes

Remember accreditation is not a right but a privilege to enable a person (s) to perform a role/duty in a specific area and prevent access to those persons that have no role or function in that area.

No duty, no access even if access has been granted on the accreditation as this avoids congestion and allow the people that do have a role/function to perform with enough space and comfort.

It is best practice to have photographs on accreditations to give strength to the accreditation system and prevent an accreditation being passed on to someone who should not have access.

Visiting press, photographers and TV broadcasting should not be allowed on the venue without first, registering their presents at the events press welcoming desk where they can also collect their accreditation and media bib.

Accreditation passes should not be issued or activated to teams for an event if full payment has not been received. Recommend that the team registration/payments and accreditation offices be located close to each other and that regular communication takes place between World Archery results team and LOC finance department. This will enable confirmation in which teams can be issued their accreditation and can have access to practice facilities, transport and meals provision etc.

Establish the restricted areas/zones on a venue map and allocate the World Archery access codes list below to those areas. Have a look at the list of staff, volunteers, athletes, officials and World Archery Staff to see which areas they need to gain access to and the routes in which they should use to get there. Pay particular attention to stairways and rooms with more than one door/entrance.

Establish what areas, in particular around the field of play where a person will be required for accreditation access control checking.



Access control staff from the Local Organising Committee should also assist World Archery and World Archery officials to apply the rule of only one team official per competing athlete, per category during competition. Assistance is especially required during the qualification round and preliminary elimination phase of the event at the qualification venue. This also keeps the field of play area clean for the media, spectators and none competing athletes to have a clean view of the athlete/team they are interested in.




As athletes are eliminated from the competition or not scheduled to shoot, the event accreditation system will need to ensure that only those athletes that are scheduled to compete, can have access to the field of play. While those that are not competing should be prevented from having access to the field of play until it is their time to compete/practice.

Not all participating teams have coaches or Team Managers. Therefore, some athletes, when they are not competing, might stand in to perform the role of a coach for another athlete. The event accreditation system should operate an upgrading type system to give athletes the temporary access they require to perform this role.

Potentially, there can be many VIP's attending the event at various stages of the competition therefore it might be appropriate to operate a wrist band accreditation system rather than producing and issuing credentials.

Apply accreditation procedures from the first day and avoid changes as much as possible to prevent confusion and frustration during the event.

World Archery uses the following access categories:

Access Code	Description
<b>0</b>	All Zones are accessible
<b>0*</b>	All Zones are accessible but competition field only in special circumstances
<b>1</b>	Competition Field
<b>1*</b>	Competition Field when wearing a World Archery Bib
<b>2</b>	Practice Field
<b>3</b>	Operational & Administration Areas
<b>4</b>	Press Areas
<b>5</b>	Television Areas
<b>6</b>	VIP Areas
<b>7</b>	World Archery Areas
	Meals
	Accommodation
	Transport

## Accreditation example




**CHRISTIANSEN**  
**Carina Rosenvinge** USA 

**National Federation** USA  
**Secretary General**



**1\*** **3** **4** **5**







This World Archery accreditation card remains the property of World Archery and can be withdrawn, with immediate effect, at World Archery's discretion. The bearer agrees to be photographed, filmed, televised, identified and otherwise recorded during any World Archery events this card is used for any application authorised by World Archery for the promotion of archery, the event, organisation or any other reasonable activity. The bearer agrees that any and all photographs, moving images and other recordings taken by him or her, including of athletes participating within a World Archery venue, shall be used solely for personal and non-commercial purposes, unless prior approval is obtained from World Archery (members of the media may obtain approval from venue media staff). The bearer confirms he or she will conform to a practice of good ethics while wearing this accreditation card and any other applicable regulations to the event he or she is attending. The bearer also agrees for their data being collected by World Archery and the event organisers, stored, used and, where necessary, shared with third parties, for the purpose of facilitating participation in the event, promoting the sport of archery or any other reasonable activity.

- 0 All zones accessible
- 0\* All zones accessible but competition field only in special circumstances
- 1 Competition field
- 1\* Competition field when wearing a World Archery press, media or TV bib
- 2 Practice field
- 3 Operational and administration areas
- 4 Press areas
- 5 Television areas
- 6 VIP areas
- 7 World Archery areas

 Meals
  Accommodation
  Transportation



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## 2.5 SPORTS PRESENTATION

### Aim

For Local Organising Committees to have an understanding of what sports presentation is and what personnel, equipment and spaces are required for this service to be provided throughout the event.

### Purpose

Directing Announcers, Athlete Marshals, Results Manager, Director of Shooting, Chairman of Judges, Head of Victory Ceremonies and TV Floor Manager to operate as and when they are required and in unison for smooth delivery in executing the competition schedule.

Coordinate audio and announcements to entertain, engage and inform all stakeholders in what is happening, when to take action, what and when event activities are scheduled to take place.

Introduce the sport of archery, explain archery activities and announce competition results throughout the event to athletes, coaches, VIPs and spectators. Do not assume that VIPs and spectators have seen Archery before.

Responsible for coordinating the victory ceremonies ensuring respect and protocol is adhered to in the raising of the national flags and playing of national anthems making the athletes' achievement extremely special.

### Responsible Person

The World Archery Show Director will be responsible for the delivery and servicing of show direction, directing announcers and coordinating victory ceremony to protocol for the event. The World Archery Event Director will work with the local organising committee to establish the needs and requirements for the World Archery Show Director and team to service the event.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Sports Presentation Manager who will work with the Venue Manager, Host Broadcaster and Sports Manager to coordinate the activities of the event strictly to the competition schedule.

### People Required

#### Qualification Round and Preliminary Elimination Venue

- World Archery Show Director to direct the event activities, announcements and audio.
- One or Two announcers depending on how many languages announcements are required. Usually English and then the local language.
- Audio Operator to install the public announcing system, audio mixer and speakers on the field of play and operate during the event as and when instructed by the World Archery Show Director.
- Director of Shooting and Assistant Director of Shooting to ensure the range is safe to shoot and operate the shooting timing and signals.
- Chairman of Judges to coordinate all officials on the field of play to ensure fair play and that competition operates to the World Archery rules and regulations.
- World Archery Results Manager to execute the collection and display of results.
- One (1) person to frequently and promptly collect and deliver the latest elimination bracket and result reports from the World Archery results, timing and scoring team to give to the World Archery Show Director.

- One (1) Field of Play Coordinator to coordinate the operation of athlete/team name boards in front of the shooting line to indicate where the matches are taking place for each preliminary round.
- Announcer(s) to announce the target assignments for all stages of the competition and the basic rules under the direction of the World Archery Show Director
- Music to be played continuously under the direction of the World Archery Show Director for all Qualification and Elimination rounds.

### **Finals Venue**

- World Archery Show Director to direct the event activities, announcements and audio.
- One or Two announcers depending on how many languages announcements are required. Usually English and then the local language.
- Audio Operator to install the public announcing system, audio mixer and speakers on the field of play and operate during the event as and when instructed by the World Archery Show Director.
- Director of Shooting and Assistant Director of Shooting to ensure the range is safe to shoot and operate the shooting timing and signals.
- Chairman of Judges to coordinate all officials on the field of play to ensure fair play and that competition operates to the World Archery rules and regulations.
- World Archery Results Manager to execute the collection and display of results. At some multi sporting events the Spotters operate the scoreboards to display results.
- Victory Ceremonies coordinator and team to perform the victory ceremony when instructed by the World Archery Show Director
- Athlete Marshal to collect and usher competing athletes between the warm up range and entrance of the main field of play to walk on, under the instruction of the World Archery Show Director, for their match.
- World Archery Show Director and television floor manager to coordinate athlete entries to ensure seamless, timely and professional entry of all athletes, their coaches and the line judge for the match to the field of play.
- One (1) volunteer or 1 local DJ (if required by the Local Organising Committee) to be provided to assist the World Archery Show Director as Audio Operator for all finals matches.

## **Equipment**

### **Qualification and Elimination Venue Equipment**

#### **Provided by the Local Organising Committee**

- Enclosed tent with see-through retractable covers/panels to protect the equipment and allow sports presentation/ DOS personnel to operate during competition, 4m by 4m, for the show director, announcers, audio operator, director of shooting, assistant director of shooting and equipment with a rear entrance, elevated to a minimum of 1m high. The tent should be positioned on the main field of play to have an unobstructed view of the entire shooting line and targets for the competition
- Four (4) tables measuring roughly 2m long and 6 comfortable padded chairs for the show director, announcer(s), audio operator, director of shooting and assistant director of shooting.
- One (1) minimum 8 Channel audio mixer
- One (1) amplifier
- Two (2) to four (4) outdoor speakers and long cables to be placed 45m in front of the shooting line, 2 in the middle and one on either side of the main field of play
- Display boards to display the athlete/team name for each target to be placed in between the 3m and the shooting line, big enough to hold an A4 sized paper

- 6 TV screens on stands measuring 150 – 160cm high with cabling and power to display the results after every end of shooting to athletes, coaches, media and spectators
- Power in the sports presentation and Director of Shooting area of 3KW
- WIRED Internet connection of 2MB up and download dedicated for sports presentation and director of shooting area.

#### **Provided by World Archery**

- WAREOS (World Archery Results and Entry Online System) to allow Member Associations to register the members of their team who are to participate in each World Archery event
- Print start lists of all athletes and teams for all stages of competition
- Brief scripts and/or videos to explain the A to Z of what is archery, the rules and competition format used at a level to educate someone who has no knowledge or understanding of archery
- Results software for calculation, processing, creating and distribution of result reports
- Two (2) sets of two (2) routine clocks and cabling to show timing and shooting signals
- Director of shooting timing and signalling control box
- Laptop with all licensed approved music
- All National flags and National Anthems according to IOC protocol
- Headsets for the announcers
- Radios for the World Archery Sports Presentation team
- Shipping for the World Archery sports presentation equipment

#### **Finals Venue Equipment**

##### **Provided by the Local Organising Committee**

- One (1) table measuring roughly 2m long and 2 chairs for the Director of Shooting (DOS) located in the World Archery technical area
- Two (2) tables measuring roughly 2m long and 4 chairs for the Show Director, Announcer (s) and Audio Operator located next to the DOS in the World Archery technical tent
- One (1) minimum 16 Channel audio mixer
- One (1) Amplifier
- Two (2) to four (4) outdoor speakers and long cables to be placed 45m in front of the shooting line, 2 in the middle and 1 on either side of the main field of play
- Two (2) Wired microphones for use in the event of wireless microphone failure.
- A minimum of 24 AA batteries for use in wireless headsets (to be provided by World Archery)
- Power in the sports presentation and Director of Shooting area of 3KW
- WIRED Internet connection of 2MB up and download dedicated for the results team who will share and distribute with the sports presentation and director of shooting area
- Local organising committees should rent a HD-SDI Signal, on BNC connectors. 1920×1080 50i. If there is a problem with that type of signal, it could be possible to provide a SD-SDI Signal (with BNC connectors also), for a 16:9 signal (1024×576, or 720×576 anamorphic).
- The suppliers of the main video screen/wall will need to provide the necessary cable for the TV production company to transmit the images to the screen

##### **Provided by World Archery**

- Print off of the score sheets for the entire competition. It is vital to note that sport presentation cannot proceed to any Victory Ceremony without a copy of the printed result for each final
- Results software for calculation, processing, creating and distribution of reports

- Two (2) sets of two (2) timing routine clocks and cabling
- Brief scripts and/or videos to explain the A to Z of what is archery, the rules and competition format used at a level to educate someone who has no knowledge or understanding of archery
- Three (3) LED display panels to show the athlete/team name and scores for the match
- Director of shooting timing and signalling control box
- Live edited images of the competition to feed the large video wall for spectators
- Wind and arrow speed meter
- Radios for the World Archery results and sports presentation team
- Telescopes for the spotters and announcers
- Headsets for the announcers
- Shipping for the World Archery sports presentation, results, timing and scoring devices

### **Sports Presentation area specifications are recommended to be**

#### **Qualification and Preliminary Elimination Venue**

- Sports Presentation will be with the Director of Shooting in a 4m × 4m enclosed tent, elevated 1m high. The entrance should be from the rear and the front and side tent walls should have an 80cm slit to have an unobstructed view of the entire shooting line and targets on the field of play. For adverse weather conditions there should also be see-through retractable covers/panels to protect the equipment and sports presentation/DOS personnel to operate during competition.
- Expensive electrical and technical equipment will be installed in the results area, sports presentation and DOS positions and will need to stay in place for 5-6 days. Therefore, reliable security and protective covering will be required from the LOC.
- Protected cable passage to connect the different operational areas (results, DOS, sports presentation, media and World Archery offices).

#### **Finals Venue**

- The World Archery results team, sports presentation team and director of shooting will be located with World Archery TV in the World Archery technical tent measuring 6m × 12m. The tent should have flooring, one rear entrance and air conditioning or heating to be supplied according to the location of the event. The tent/structure will be enclosed but the sides facing the targets and shooting athletes should have a viewing slit the whole length of the tent and between 60cm – 70cm high to view all of the finals range. There should also be see through/transparent covering or glass to use during bad weather conditions to protect electrical equipment as well as having an uninterrupted view of the finals range.

#### **Timeline**

- Submit for review, 4-6 months prior venue, plans/sketches of the venue layout for the results team, sports presentation, World Archery technical area and director of shooting for both the qualification and final venues
- World Archery results, sports presentation and director of shooting areas at the qualification and preliminary elimination range will need to be ready 2-3 days prior to official practice.
- World Archery technical tent with tables, chairs, operational power and internet at the finals range will need to be ready 1 day before the first day of finals.
- 4 months prior, submit to the World Archery Event Director any plans on local sponsor adverts, host city announcements and session warm up/entertainment.
- 2-4 days prior, submit all music requests, warm up/session entertainment and local sponsor call outs/adverts to the Show Director

## Check List

- ☐ Has there been a budget allocated for the cost of sports presentation services?
- ☐ What are the operational dates and times for sports presentation to operate?
- ☐ Have airport transfers been arranged for the World Archery sports presentation team?
- ☐ What transport and transport schedules have been arranged for the World Archery sports presentation team between venue and hotel during the event?
- ☐ Have the sports presentation team been given a venue(s) map/plan?
- ☐ Where will the sports presentation team be situated in both venues?
- ☐ Have the necessary spaces and equipment been provided for the World Archery sports presentation team?
- ☐ Have the sports presentation devices, such as, an audio system and speakers been set up and tested by the equipment supplier on the first day of unofficial training on the qualification/ranking field? For multi sporting events/games this will be done a lot earlier, before athletes arrive for the first day of practice.
- ☐ Have wireless microphones been provided as a backup for wireless microphone failure?
- ☐ Who will perform the operational tests of the audio system and speakers before each session of the competition?
- ☐ What are the procedures for sports presentation announcers to go onto the main field of play (FOP) if needed, and has this been discussed with the World Archery Event Director, Chair of Judges and Security?
- ☐ Has the Local Organising Committee submitted the venue plans, both the qualification and finals venue, to World Archery for review to illustrate the location of personnel, equipment, speakers and power sources for the sports presentation team?
- ☐ For a multi sporting event, do the sports presentation team have the necessary accreditation to gain access to the required areas of the venue?
- ☐ Does the World Archery sports presentation team have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and emergency numbers?
- ☐ Is there clear signage around the venue indicating the Wi-Fi access code for coaches, officials and spectators to log on and view live results?
- ☐ Have drinks and meals been provided for the World Archery sports presentation team and sufficient cover arranged during lunch breaks?
- ☐ Has the local organising committee appointed an experienced Director of Shooting to operate the shooting signal and timing devices? Has this appointed person met with the World Archery Show Director to discuss operations for the event?
- ☐ Who from the local organising committee will regularly collect the result reports, elimination brackets to give to the sports presentation team before each stage?
- ☐ Has the Chair of Judges informed the Show Director names of Line Judges for Finals?
- ☐ Has 24 hour on venue security been arranged for the sports presentation, results, timing and scoring equipment on both venues during the event?
- ☐ What are the transition plans between the qualification and finals venue of the World Archery sports presentation equipment?
- ☐ Is there sufficient and secure storage for the arrival and departure shipments of the World Archery equipment?
- ☐ Has appropriate insurance been arranged to insurance against any damage or theft of the equipment from World Archery and the local organising committee?
- ☐ Have the head of victory ceremonies met and discussed with the World Archery Show Director the procedure to be used in the Victory Ceremony?



- ☐ Have shooting rehearsal matches and victory ceremony rehearsals been scheduled at least 1 day before the finals?
- ☐ Have dress rehearsals been done participated by all parties (marshals, judges, arrow runners, FOP attendants and TV, etc.) one day before the Finals?
- ☐ Have the Show Director and TV Producer/Floor Manager discussed the procedures and gone through the detail competition schedule for the production of the finals?
- ☐ Are there any mascots/entertainment/cultural performances to take place on the main field of play providing spectators warm up entertainment, generate atmosphere before a session? Has the World Archery Event Director, Show Director and TV Producer been informed to schedule this in their schedules?
- ☐ Are there any specific tunes, adverts or call outs such as, “Beautiful Copenhagen” “Turkish Airlines, Globally Yours” to be mentioned a certain number of times and moments of the day for those sponsors or host cities that have made a large financial contribution?
- ☐ What is the procedure to make ad hoc announcements during the event?
- ☐ What are the protocol messages and procedures for emergency situations, such as medical incidents and fire/ bomb evacuations etc?
- ☐ How will field of play incursions be handled?
- ☐ Who will provide the scripts and results to the sports presentation team to direct the victory ceremony?
- ☐ What are the procedures and have they been discussed should an incorrect national anthem, flag or athlete/team announcement be made?
- ☐ What languages will announcements be made and who will perform the translation of the medal ceremony scripts for the event?
- ☐ Does the local organising committee wish to have any specific or local music to be played or any video clip to promote Archery in the host country and has this been provided to the Show Director? Note, music should not contain any content that may be perceived as offensive.
- ☐ Has there been a daily brief and debrief meeting scheduled between the sports presentation team, TV Producer/ Floor Manager, Chair of Judges, DoS and Athlete Marshal to discuss and review the production for this finals?

## Notes

The World Archery Show Director has all the up to date national anthems, from the IOC approved list. However, it is vital that there are thorough checks to ensure the results and victory ceremony scripts are correct.

The World Archery Show Director has a large stock of various music. The local organising committee is required to provide the licence to be able to play music in public places/events.

Ensure to set up and test the PA and audio system and perform regular daily tests before each competition session?

World Archery may have some videos and scripts to illustrate and explain the sport of archery, the competition format and scoring system before the session or a highlights video showing what has happened so far in the competition.

To give the event specific localised identity, it is possible for local organisers to arrange entertainment/cultural performances on the main field of play to take place at the start of sessions to provide atmosphere and warm up spectators. Some local organisers might wish to use a local mascot or have prizes given out such as, event merchandise, autographed items launched into the crowd before sessions to generate excitement and atmosphere.

In addition, if a sponsor or host city has made a large financial contribution it is possible to play their advert on the large video screen and have the announcers perform call outs such, “Turkish Airlines, Globally Yours” or “Kia Motors, the power to surprise” or Welcome to Beautiful Copenhagen”

To advise announcers, the below list indicates what announcers can do during and archery event:

### Can

- ✓ Give an introduction to athletes, their major achievements, previous meetings between the athletes.
- ✓ Immediately call out arrow values as soon as the arrow has hit the target, even while the other athlete is shooting.
- ✓ Call out, enthusiastically 10, 10, 10 when an athlete shoots 3 consecutive 10s.
- ✓ State the arrow value score required to tie or win a set/match during shooting.
- ✓ Announce the winner of the match if it is clearly decided before the last arrow is shot e.g. the opponent would need 13 points on the last remaining arrow to tie the match.
- ✓ Point out any on-field issues which may affect the professional and/or safe flow of an event to the Show Director (not the DOS or any other member of the World Archery Team).
- ✓ Attend the Team Managers Meeting.
- ✓ Unload/Pack up his/her own equipment at the beginning/end of each day's competition.
- ✓ Make results announcements off any electronic equipment once it has been verified by the Results Team.
- ✓ Advise anyone asking questions regarding Sport Presentation to speak to the Show Director.

To advise announcers, the below list indicates what announcers cannot do during and archery event:

### Cannot

- ✗ Influence the match by providing coaching, such as where to aim, counting down the time remaining to shoot.
- ✗ Give comment or an opinion on any current or historical ITO actions unless explicitly instructed to do so.
- ✗ Use terms that may offend or insult an athlete or official.
- ✗ Degrade the performance of an athlete or team.
- ✗ Make political statements.
- ✗ Use bad language.
- ✗ Announce during the playing of a national anthem.
- ✗ Make any announcements that are the domain of the DOS unless explicitly instructed to do so.
- ✗ Be rude to spectators.
- ✗ Speak about his/her own sporting achievements, especially in the sport of Archery.
- ✗ Be too familiar with any athlete in commentary.
- ✗ Show preferential treatment to any one athlete over another.
- ✗ Promote any product or sponsor over another.
- ✗ Take directions from anyone (Official or Unofficial) other than the Show Director and should always refer enquiries to the Show Director.
- ✗ Do any media interviews before clearing this with the Show Director.
- ✗ Comment on the performance of any other member of the team in a derogatory or condescending manner.
- ✗ Attempt to perform the duties of the DOS or get involved in any judging matters which should be handled by the Judges Team.
- ✗ Speak on the radio as all lines of communication between World Archery and Sport Presentation should be maintained through the Show Director for clarity.

### To summarise

Whatever the creative idea, all details such as, duration, location, description and desired effect must be communicated to the World Archery Event Director and discussed with the World Archery Show Director and TV Producer to schedule it all within the daily competition run sheets.

## 2.6 VICTORY CEREMONIES AND PROTOCOL

### Aim

To cover aspects of event protocol, conducting victory ceremonies, opening/hand over presentations and the correct hosting of VIPs.

### Purpose

For Local Organising Committees to provide correct event protocol, victory ceremonies to ensure smooth operation and enhance the image of archery.

Gain an understating of what personnel, equipment and space are required and how to direct Announcers, Athlete Marshals, Results Manager, Head of Victory Ceremonies and TV Floor Manager to operate as and when required, to achieve unison for smooth delivery.

Responsible for coordinating the victory ceremonies ensuring respect and protocol is adhered to in the raising of the national flags and playing of national anthems making the athletes' achievement extremely special.

### Responsible Person

The World Archery Show Director will be responsible for directing the activities of all ceremonies, the playing of the national anthems, directing announcers and coordinating the victory ceremony in accordance to protocol for the event. The World Archery Event Director will work with the local organising committee to establish the needs and requirements for the World Archery Show Director and team to service the event.

Protocol Manager and Event Manager/Director are responsible for providing the comfort of VIPs and guests, requirements for the victory ceremony and any other protocol activities such as, opening speeches and hand over ceremonies.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Protocol Manager who will work with the Sports Presentation Manager, Host Broadcaster and Sports Manager to coordinate the activities of the victory ceremonies.

### People Required

- Protocol Manager to supervise the ceremonies team, arrange VIP/Guest presenters for the ceremonies and ensure the comfort of the VIPs and Sponsors at the event.
- Victory Ceremonies coordinator to arrange the awards to be presented, coordinate the ceremony team and instruct the ceremonies team to perform the victory ceremony when instructed by the World Archery Show Director
- Depending upon what is being awarded, between 6 – 7 persons to act as award bearers (medals, cheques, trophies etc.) and athlete and VIP ushers
- Local VIPs, public authorities, sponsors and invited guests to attend the event and possibly present awards during the ceremony.
- World Archery Show Director to direct the victory ceremony, instruct announcements and coordinate audio of the national anthems.
- One or Two announcers depending upon how many languages announcements are required. Usually English and then the local language.
- Audio Operator to install the public announcing system, audio mixer and speakers on the field of play and operate during the event as and when instructed by the World Archery Show Director.
- Athlete Marshal to collect and usher winning athletes to the entrance of the main field of play to walk on with the victory ceremonies team, under the instruction of the World Archery Show Director, for their ceremony.

- World Archery Results Manager to create the victory ceremony scripts from which the announcers will announce the results of the competition and to provide the correct national flag graphic for display during the ceremony.
- World Archery Show Director and television floor manager to coordinate athlete entrances to ensure seamless, timely and professional entry of all athletes and the victory ceremonies team onto the field of play.
- Personal chaperones to offer assistance to VIPs and guests, coordinate activities as required to ensure their visit is comfortable.
- Drivers for the vehicles of certain guests and VIPs.

## Equipment

### Provided by the Local Organising Committee

- Covered VIP area measuring 500m<sup>2</sup> with an additional area to serve food and drink refreshments. Should be next to the main field of play with an unobstructed view of the target, performing athletes, video wall and podium.
- Comfortable, padded, lounging chairs to cater for approximately 20 people to sit and watch the event at leisure.
- 5-6 knee height tables, approximately 1 meter in size and dressed with drapes.
- Plants, flowers and any other decorations to make the event unique.
- Wheelchair and disabled accessibility.
- Advised to avoid placing large loud speakers in or near the VIP area.
- 1-2 TV screens on stands measuring 150 – 160cm high with cabling and power to display results, schedule of the day and/or a live feed should the VIP lounge be located too far from the procedures.
- 8-10 large umbrellas
- For World Championships only, National flag (approximately 2 meters by 1 meter) and 2 flag poles (one for the national flag and the other for the World Archery flag) both with a pulley system to raise the flag during the event opening.
- Lectern with microphone for the World Archery President's event opening speech.
- 3-6 cushions, large enough to hold securely the items to be presented
- 3-6 trays for the award bearers to hold and carry the award on a cushion during the ceremony
- Awards, such as, medals, trophies, cheques, flowers, mascots or other personnel souvenirs/mementoes.
- Podium with three platforms at different levels to signify Gold, Silver and Bronze positions. Each level should be large enough (approx. 2 meter × 1 meter) to host each of the 3 winning team members (each team consist of 3 members). Provide ramps for those athletes that are wheelchair users or have impaired mobility.
- Power in the sports presentation and Director of Shooting area of 3KW
- WIRED Internet connection of 2MB up and download dedicated for sports presentation and director of shooting area.
- Two (2) tables measuring roughly 2m long and 4 chairs for the Show Director, Announcer (s) and Audio Operator located next to the DOS in the World Archery technical tent
- One (1) minimum 16 Channel audio mixer
- One (1) Amplifier
- Two (2) to four (4) outdoor speakers and long cables to be placed 45m in front of the shooting line, 2 in the middle and 1 on either side of the main field of play
- Two (2) wired microphones for use in the event of wireless microphone failure.
- A minimum of 24 AA batteries for use in wireless headsets (to be provided by World Archery)
- Power in the sports presentation and Director of Shooting area of 3KW
- WIRED Internet connection of 2MB up and download dedicated for the results team who will share and distribute with the sports presentation and director of shooting area
- Rent a 6m X 9m Video wall

- Local organising committees should rent a HD-SDI Signal, on BNC connectors. 1920×1080 50i. If there is a problem with that type of signal, it may be possible to provide a SD-SDI Signal (with BNC connectors also), for a 16:9 signal (1024×576, or 720×576 anamorphic).
- The suppliers of the main video screen/wall will need to provide the necessary cable for the TV production company to transmit the images to the screen

### **Provided by World Archery**

- Print off of the score sheets for the entire competition. It is vital to note that sport presentation cannot proceed to any Victory Ceremony without a copy of the printed result for each final.
- Results software for calculation, processing, creation and distribution of reports
- Live edited images of the victory ceremony to feed the large video wall for spectators.
- Radios for the World Archery results and sports presentation team
- Headsets for the announcers.
- Shipping for the World Archery sports presentation, results, timing and scoring devices.
- Template design for the printed cheques.
- World Archery medals for World Championship event only.
- World Archery trophies for the World Cup Final only.
- World Archery flag for the opening and handover ceremony.

### **Timeline**

- Submit for review, 4-6 months prior venue, plans/sketches of the venue layout for the results team, sports presentation, World Archery technical area and the location of the VIPs and podium at the finals venue.
- 2 -3 months prior submit the ideas of the victory ceremony performance and awards to World Archery.
- Victory Ceremony awards, cheques, mascots, cushions and trays etc. to have been purchased and delivered no later than 1 month prior to the event
- 30minutes prior, flag poles, flags, lectern, anthems, oaths, World Archery President, athletes and officials ready to perform the event opening.
- 1 day prior, submit all the potential local VIP names, positions, titles and phonetic pronunciations to World Archery that the local organising committee would like to present in the victory ceremonies.
- World Archery technical tent with tables, chairs, operational power and internet at the finals range will need to be ready 09:00hrs, 1 day before the first day of finals. Or the World Cup Final, this should be a minimum 2 days prior.
- 1 day prior, VIP area clean, tidy, operational and ready for the event.
- Victory Ceremony rehearsals to have been discussed and performed no later than 1 day before
- VIP area should be ready and operational 90 minutes before each session with food and drinks ready to be offered upon VIP arrival.
- Victory Ceremony awards, trays, cushions etc. to be set up and ready for the ceremony no later than 1 hour before the first ceremony of the session.
- Victory Ceremony performers/bearers should be on venue and ready no later than 1 hour before the first scheduled ceremony.
- Victory Ceremony presenters and athletes to be at the field of play entrance ready to march out for the victory ceremony immediately after the last match has finished.
- Victory ceremony to begin within 4 minutes of the final match of the session to avoid keeping spectators, television and athletes from waiting.

## Check List

Has a budget been allocated for protocol and victory ceremonies?

- ☐ Who from the local organising committee will be responsible and cooperate with World Archery in delivering the victory ceremonies?
- ☐ Has the head of victory ceremonies met and discussed with the World Archery Show Director the procedure to be used in the Victory Ceremony?
- ☐ How many victory ceremonies will there be and on what days and times are they scheduled to take place? The maximum is five (5) in the same session.
- ☐ What items are to be awarded to the athletes, i.e. medals, cheques, trophies and who, between the local organising committee and World Archery, will be providing these? Be mindful, that athletes only have two hands to hold items, anything more will result in the athlete having to put certain items on the podium for the anthem. In addition, the escorts/bearers also only have two hands and the way ceremony items are carried in needs to be tested before.
- ☐ Is there a victory ceremony announcers' script and is it required to have the victory ceremony announcements in both English and the native language?
- ☐ Who and when will the English script be translated for the native announcer?
- ☐ Does the local organising committee have a podium and where will it be located on the main field of play?
- ☐ Will the podium permanently stay on the main field of play and if not, who and when will bring in the podium onto the main field of play in time for the ceremony? Is the storage space of the podium conveniently close to the main field of play to quickly bring on when needed and also protect against the weather conditions during storage?
- ☐ What time and date will the victory ceremonies rehearsal be, have all the necessary people been invited and will the ceremonies coordinator bring the cushions, trays and awards to be presented?
- ☐ What are the ceremony bearers to wear, formal dress, sponsors uniform or traditional/national dress?
- ☐ Is there a room close to the main field of play for the ceremony bearers/performers to get changed and store their uniform securely?
- ☐ Has accreditation been arranged for the ceremony bearers/performers?
- ☐ If the ceremony bearers are to wear a traditional/national dress, what is the plan if there is bad weather?
- ☐ Will the athlete marshals and victory ceremony coordinator ensure that no athlete, official, bearer, award presenter or performer marches out in the victory ceremony with their accreditation or radio?
- ☐ Who from the local organising committee will provide the correct names, titles/positions and phonetic pronunciation of the local VIP's to present during the victory ceremonies. These details should be given no later than the day before the ceremonies and confirmed no later than 1 hour before the ceremony.
- ☐ Who from the local organising committee will inform and collect the VIPs that are to make presentations during the victory ceremony and ensure they are in the correct place and the correct time?
- ☐ What is the protocol should a VIP presenter, who is presenting an award at the victory ceremony, need to change? How and who will inform the Sports Presentation team? This needs to be immediate and accurate to save embarrassment.
- ☐ If the ceremony scripts are to be in two languages, who will translate from English into the host language and by when?
- ☐ What order should athletes be arranged in for the victory ceremony, alphabetical, reverse alphabetical or (for the mixed team) female then male or reverse. The order athletes should be arranged to walk into the main FoP for the ceremony is determined by which side they approached the podium.

- ☐ Will all the awards, trays, cushions and ceremony bearers be ready, by the main field of play entrance, no later than 1 hour before the medal ceremony? Be mindful that the set system for the recurve category can finish earlier than stated in the competition schedule.
- ☐ Have the necessary spaces and equipment been provided for the World Archery sports presentation team?
- ☐ Have wired microphones been provided as a backup for wireless microphone failure?
- ☐ Who will perform the operational tests of the audio system and speakers before each session of the competition?
- ☐ Has a debrief meeting been scheduled after the first set of victory ceremonies between the sports presentation team, TV Producer/Floor Manager, Ceremonies Coordinator and Athlete Marshal to discuss and review the victory ceremony production?
- ☐ What is the contingency plan/procedure if an athlete is missing, still in anti-doping or not able to participate in the victory ceremony due to ill health?
- ☐ Has it been established with World Archery and TV production where the accredited photographers and press can be located for the victory ceremony? Can a temporary barrier be put in place to prevent photographers encroaching?
- ☐ Have shooting rehearsal matches and victory ceremony rehearsals been scheduled at least 1 day before the finals?
- ☐ Are the award presenters confirmed, aware of the dress code and how to walk on and off the main field of play for the victory ceremony?
- ☐ Are there any mascots/entertainment/cultural performances to take place on the main field of play providing spectators warm up entertainment, generate atmosphere before a session? Has the World Archery Event Director, Show Director and TV Producer been informed to schedule this in their schedules?
- ☐ Are there any specific arrangements to be performed such as tunes, adverts or call outs for victory ceremony presentations for those sponsors or host cities that have made a large financial contribution?
- ☐ How will field of play incursions be handled during the victory ceremony?
- ☐ What are the procedures and have they been discussed should an incorrect national anthem, flag or athlete/team announcement be made?
- ☐ Who will be responsible for event protocol and managing the event VIPs?
- ☐ Have airport transfers been arranged for the VIPs, guests, World Archery President, Secretary General and World Archery Executive Board Members?
- ☐ Has adequate transport been provided between the hotel and venue?
- ☐ Will the World Archery President and Secretary General be provided with a chaperone/attaché to assist and make their visit comfortable?
- ☐ Will the World Archery President and Secretary General be provided with their own car and driver for the duration of their stay?
- ☐ Has the World Archery President and Secretary General been provided with a secure internet connection at their hotel and the venue?
- ☐ If there is to be an official event programme, is there to be a message from the World Archery President printed inside?
- ☐ Will an additional agreed amount of extra VIP passes, tickets be given to World Archery use?
- ☐ What VIPs, local authority guests will be invited by the Local Organising Committee and who will inform World Archery about their confirmed attendance?
- ☐ Does the Local Organising Committee wish to have some of their selected VIPs and local authority guests to present awards at the victory ceremony and has this been discussed with World Archery?
- ☐ Has the correct accreditation been arranged for all VIPs and invited guests and where and how will VIPs be given their accreditation when they arrive at the venue?



- ☐ Is the VIP entrance convenient to the main field of play and are there volunteers/chaperones to escort VIP's to the VIP area of the venue?
- ☐ Will there be a VIP welcome desk/reception and what hours will this operate?
- ☐ Do the drinks and snacks in the VIP lounge provide a varied choice, applicable to the weather conditions and cater for those with allergies and religious diets etc.
- ☐ Will there be a VIP try archery experience and has World Archery been informed of this so that it can be scheduled into the activities of the day?
- ☐ For World Championships, who will perform the opening and when will the athletes'/officials' oath and anthems be performed?
- ☐ Are there two flag poles with pulley mechanisms, lectern with microphone, ability to play the anthems and a microphone for the reading of the oaths for the event opening?
- ☐ Who will make speeches at the event opening, has this been reviewed by World Archery and are the presenters confirmed?

## Notes

World Archery does not expect a formal opening ceremony, however, there is an expectation to have, before official practice, a small event opening consisting of:

- Open declaration speech by the World Archery President or World Archery representative such as, Vice President or Secretary General
- The athletes' oath performed by a local athlete in both their native language and then in English
- The Officials' oath performed by a World Archery Official in English
- Raising of the national flag with the national anthem
- Raising of the World Archery flag and anthem
- After the last victory ceremony of the event, a handover ceremony of the World Archery flag between the present and next event host, if they are present.

Event openings and victory ceremonies are best kept short in duration to maintain engagement, active participation and enjoyment. Duration of speeches and translations must be kept short otherwise they can create a negative effect on the event and occasion. Remember, to have consideration for the athletes, officials and production staff that will be in operation for the days of competition to follow.

## Victory Ceremony

- For World Championship event, World Archery provides the medals
- For the World Cup Final, World Archery will provide the trophies
- Template design for the winners cheques, can be supplied by World Archery

The first victory ceremonies must take place immediately after the final match of the session is completed and the athletes have exited the main field of play. Usually, spectators should not wait more than 4 minutes for the first victory ceremony of the session after completion of the last match.

For the victory ceremony rehearsal, it is vital to have the same bearers, trays, cushions and awards etc. that will actually be used in the awards ceremony. This is to ensure only one group of medal bearers are trained and for them to be familiar with the handling of the ceremonies items.

Medal presenters will be decided by the World Archery President and/or Secretary General or their World Archery representative but suggestions are always welcomed.

## **The Podium**

Should be placed on the main field of play and located to prevent athletes having their backs facing the VIPs during the ceremony or having to turn to face the large video wall during the nation anthems. Also, observe and be cautious as to what is in the background of the podium area, is it a pleasant background to appear in photos and TV images?

## **Dress code**

To present a positive image, it is important that athletes, officials and presenters be dressed appropriately for opening and victory ceremonies. Jeans, camouflage, items of clothing with messages or protest statement are not permitted as it will send a negative image on the sports values. In addition, no archery equipment should be worn or carried on to the podium as it can be hazardous when receiving awards, shaking hands and for everyone to fit comfortably on the podium.

Presenters are expected to be dressed in formal wear and athletes in full national uniform tracksuits, all without their accreditation for the ceremony.

## **Music and Anthems**

The World Archery Show Director has all the up to date national anthems, from the IOC approved list. However, it is vital that there are thorough checks to ensure the results and victory ceremony scripts are correct. However, it is also the responsibility of the local organising committee to be very vigilant to ensure the correct national flag and anthem are used and are hung correctly to avoid any embarrassment or offence to participating teams.

The World Archery Show Director has a large stock of various music. The local organising committee is required to provide the licence to be able to play music in public places/events.

Ensure to set up and test the PA and audio system and perform regular daily tests before each competition session?

Whatever the creative idea for protocol and victory ceremonies, all details should be communicated to the World Archery Event Director/Technical Delegate and discussed with the World Archery Show Director and TV Producer to schedule in with the daily competition run sheets.

## **Victory Ceremony Procession**

- The Victory Ceremony procession will assemble by the athlete entrance to the main field of play.
- The Victory Ceremony coordinator and Athlete Marshal will arrange the Victory Ceremony Procession members.
- For the team ceremony the Athlete Marshal will arrange the athlete team members, in each separate team, to march out either in alphabetical or reverse alphabetical order depending on the direction the procession approaches the podium. This will match the order in which each team member will be announced when receiving their award.
- For the mixed team ceremony, the Athlete Marshal will arrange that the male member in each team to walk in front of the female member of the team depending upon the direction the procession approaches the podium.

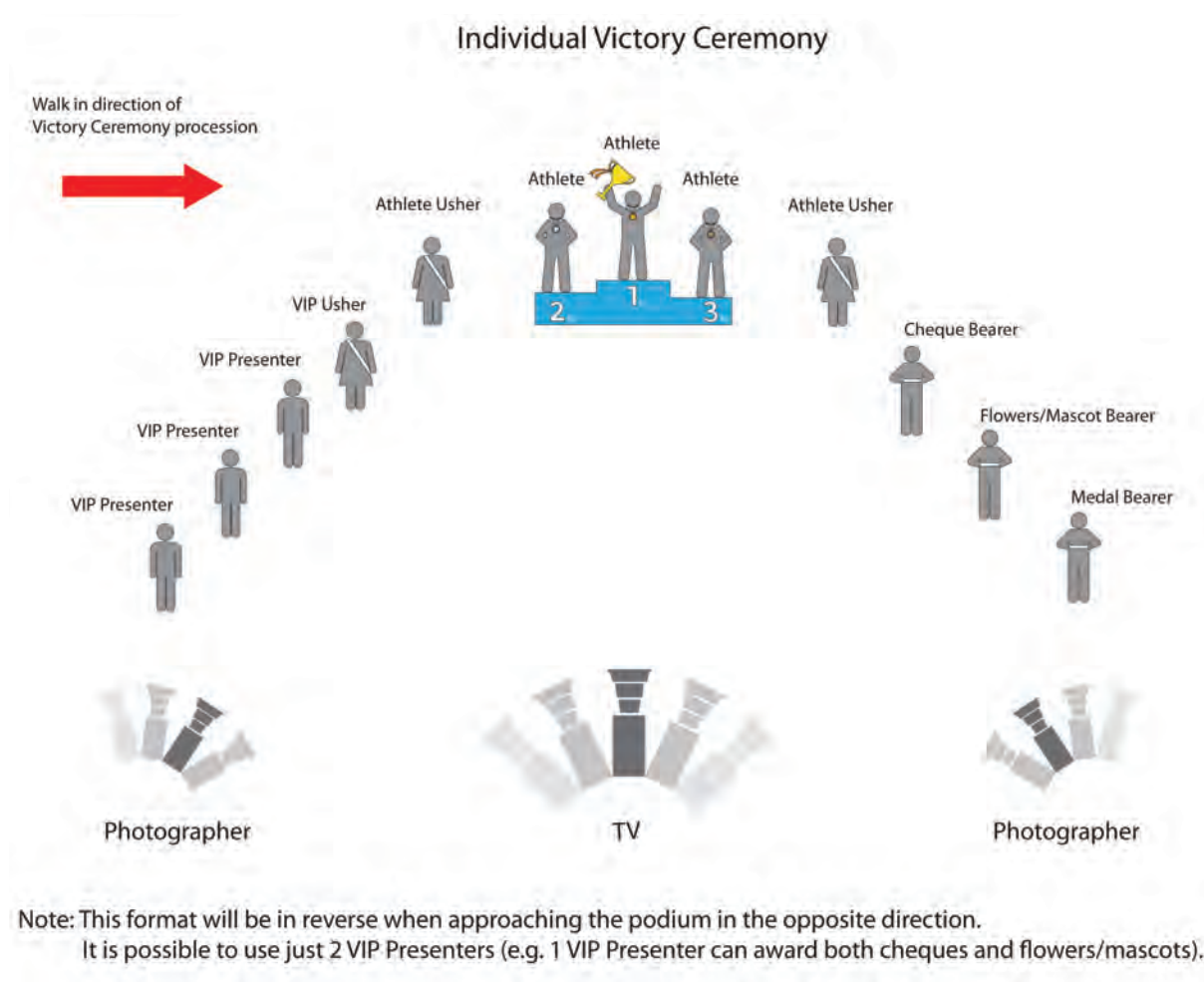
- The victory ceremony procession will walk out in single file in the following order:

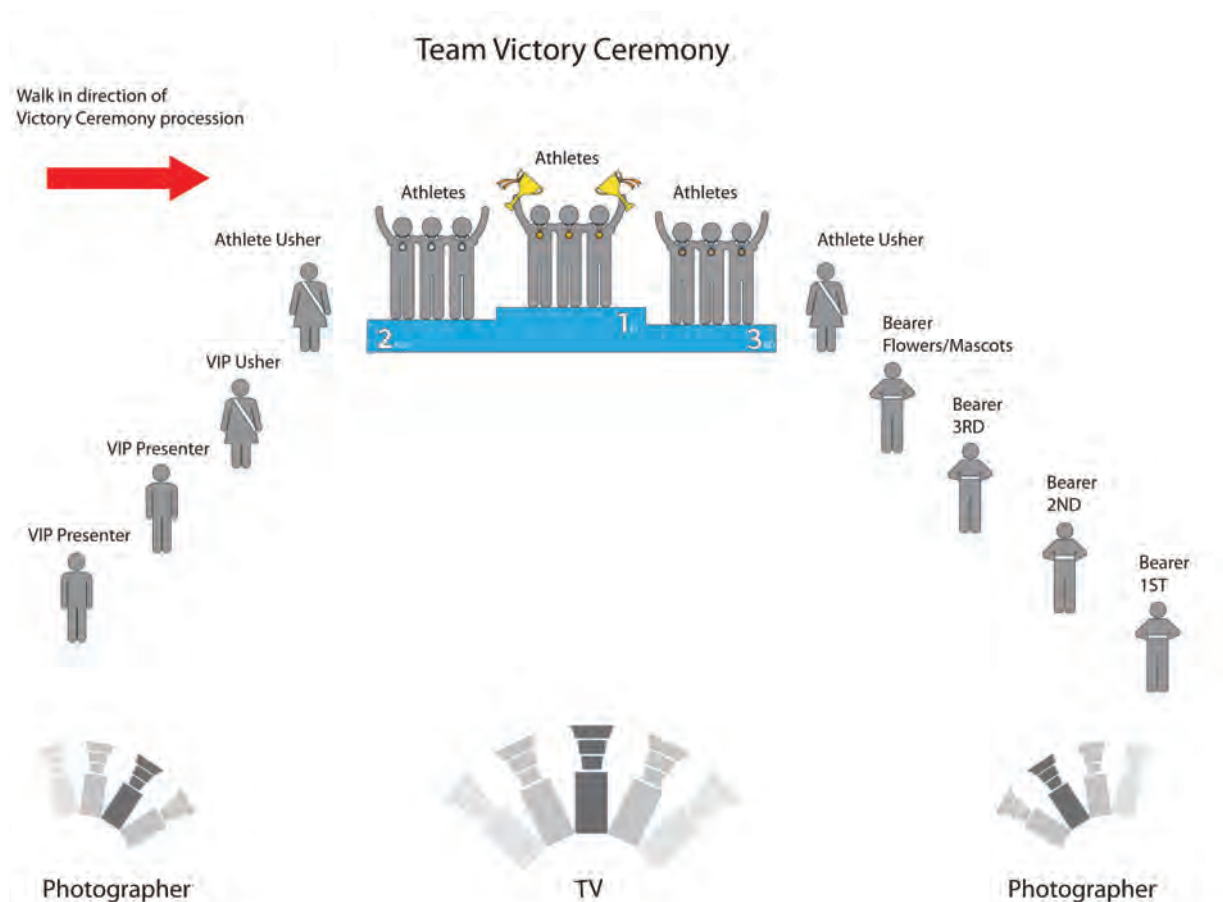
Individual	Team	Mixed Team
Bearer 1	Bearer 1	Bearer 1
Bearer 2	Bearer 2	Bearer 2
Bearer 3	Bearer 3	Bearer 3
Athlete Usher 1	Bearer 4	Bearer 4
3 <sup>rd</sup> Athlete	Athlete Usher 1	Athlete Usher 1
1 <sup>st</sup> Athlete	3 <sup>rd</sup> Team	3 <sup>rd</sup> Mixed Team
2 <sup>nd</sup> Athlete	1 <sup>st</sup> Team	1 <sup>st</sup> Mixed Team
Athlete Usher 2	2 <sup>nd</sup> Team	2 <sup>nd</sup> Mixed Team
VIP Usher	Athlete Usher 2	Athlete Usher 2
VIP Presenter 1	VIP Usher	VIP Usher
VIP Presenter 2	VIP Presenter 1	VIP Presenter 1
VIP Presenter 3	VIP Presenter 2	VIP Presenter 2

- The World Archery Show Director will play the victory ceremony music and give the cue to the Athlete Marshal, via radio communication, and the Athlete Marshal will instruct the first award bearer to start marching.
- The procession will walk to and then behind the podium and move to their positions as rehearsed prior.
- For the team ceremony, VIP Presenters should always present first, the athlete team member standing on the far left of the team (as they face the team).
- For the mixed team ceremony the VIP Presenter should always award the female member of the team first, followed by the male member of the team.
- Award bearers will lead the procession, walk behind the podium and stop at a 45 degree angle to the side of the podium while the athletes stand behind their respective placing. Please refer to the following pages below this section for the illustrations of the formation used for each victory ceremony.
- The announcer will announce the category being awarded, introduce the VIP presenters, and what the presenters will be presenting.
- Athletes will be awarded in reverse order, 3<sup>rd</sup>, 2<sup>nd</sup> and then 1<sup>st</sup>.
- Once the announcer has finished announcing the 3<sup>rd</sup> position the VIP Usher should guide the VIP presenter to the position to be awarded. At the same time the bearer with the medals will walk to meet the VIP Presenter to give the award.
- Having awarded the medal, the medal bearer and VIP Presenter should return to their original position. At the same time, the second VIP Presenter and the flower/mascot and cheque bearer will walk to the position to be awarded to present their awards. Upon completion, return to their original positions for the next athlete to be announced. This process will repeat for the 2<sup>nd</sup> and 1<sup>st</sup> positions.
- Once all positions and awards have been presented, the announcer will ask everyone to stand for the flag raising and national anthem of the winner.
- All members of the Victory Ceremony should face the flag pole or large video screen to observe and respect the raising of the flags and anthem of the winning athletes.

- Once the national anthem of the winner has finished, winning athletes remain on the podium for photographs and the athlete ushers remain in position to escort the athletes off the main field of play once the photography session is completed.
- At the same time, all the Award Bearers, VIP Usher and VIP presenters should walk back to the victory ceremony assembly area to prepare for the next victory ceremony. Award Bearers should walk behind the podium and not in front as it will block the view of the photographers and TV.
- It is vital that the procession get ready quickly for the next ceremony to march out again in roughly 2 minutes to maintain the engagement from the spectators.

Please refer to the following pages below with illustrations of the formation of the procession for the individual, Team and Mixed Team Victory Ceremony.





Note: This format will be in reverse when approaching the podium from the opposite direction.  
 VIP Presenters should award the athlete on the left hand side of a team first.  
 For the Mixed Team, VIP Presenters should award the female member of the team first.

## **2.6.1 Oaths**

### **Athletes' Oath**

The Athletes' Oath will be spoken by an athlete of the host nation (chosen by the Organising Committee) first in the native language of the host country (for the benefit of local spectators and/or media) and then repeated in English (if possible by the same athlete).

"In the name of all athletes I promise that we shall take part in these Championships respecting and complying with the rules which govern them, committing ourselves not to use banned substances; in the true spirit of sportsmanship, for the glory of archery and the honour of our countries."

### **Officials Oath**

The Officials' Oath will be spoken by the Chairman of the Tournament Judges Commission or his/her representative. It will be taken in English only, as this has been now recognized as the judges' working language.

"In the name of all judges and officials, I promise that we shall officiate in these Championships with complete impartiality, applying the rules which govern them. We shall endeavor to encourage the true spirit of sportsmanship through a professional approach to our responsibilities and the fairness of our decisions and actions."

# Organisers' Event Manual



## Communications, Sponsorship and TV





## 3. COMMUNICATION, SPONSORSHIP and TV

### 3.1 SPONSORSHIP

#### Aim

That local organising committees understand all aspects associated with sponsorship for their events such as, sourcing, securing, servicing and contacting sponsorship opportunities.

#### Purpose

To explore and encourage all sponsorship opportunities for the event. In addition, to also understand the position of the sponsor to ensure sponsor satisfaction from their contribution to develop on future cooperation.

#### Responsible Person

- It is wise that only one person from the Organising Committee is in contact with a sponsor or potential sponsors to avoid contacting them on too many occasions, duplicating tasks, or conflict.
- Some local organising committees may wish to recruit an external company that already has experience in sponsorship recruitment and an established network of contacts in which to work with regarding sponsorship opportunities.
- Whether the sponsorship manager is from the local organising committee or an external company they should work in collaboration with the Sport Manager, Event Manager/Director and Finance Manager.

#### People Required

- Event Manager/Director of the local organising committee to report to the local organising committee board and approve sponsorship commitments
- Sport Manager and World Archery Event Director to provide the technical knowledge of where sponsorship branding/ placement can be on the field of play
- Finance Manager to agree the budget and transaction of finances
- Person with legal knowledge to ensure the agreement between the local organising committee and the sponsor is correct and with little risk to either party

#### Timeline

- Contacting sponsors should be done as early as possible as finding sponsors, contacting them and securing agreement takes time.
- Usually before the bidding stage, major sponsorship interest and networks should be established.
- Certainly as soon as the bid has been awarded, sponsorship opportunities should be explored and executed in particular for specific areas of service or value in kind that supports the event.
- Four (4) to six (6) months prior to the event sponsorship logos and placement on the event venue should be agreed
- Two (2) months prior, production of agreed sponsorship brand and logos to be placed on the venue and should be in production with an agreed delivery date.
- Two (2) – four (4) weeks after the event there should be a meeting with the sponsor to thank them for their support and illustrate/measure the positive impact the sponsor made to the event.

## Check List

- ☐ Do you want a sponsor for an individual one off event, a stage of a series of events or for an entire tour/series?
- ☐ Has a budget been allocated for sponsorship recruitment and entertaining such as, travel expenses to meetings, sponsor visits/invitations to events and dinners to discuss sponsorship opportunities?
- ☐ Has the desired sponsorship income been agreed with the main organising committee's budget?
- ☐ Are there any contractual restrictions on sponsorship and have they been confirmed with the organising committee?  
For example: -
  - ☐ Are there any government legislation i.e. no tobacco or alcohol advertising?
  - ☐ Does the venue being used have constraints on certain sponsors?
  - ☐ Do TV contracts have a limit to the size or amount of advertising in the main camera shot?
- ☐ Can previous sponsors be contacted or subsidiary sponsorship such as, the event hotel, soft drink supplier, local catering services, transport supplier, office equipment, archery suppliers and timekeeping/scoring equipment supplier etc?
- ☐ What products or services does the event require and which companies supply these products and services?
- ☐ Has a plan been developed regarding which potential sponsors are to be approached, by what means, by when and by whom?
- ☐ Is there material prepared that is suitable in presenting the event (s) key details to leave with potential sponsors when the visit/meeting is over? The presentation should include but not limited to: -
  - ☐ Outline the values and vision of the sport of archery and how they match the desired sponsor (s)
  - ☐ Event name, dates, size (athletes and spectators numbers), nationalities participating and a brief on what the event is about.
  - ☐ Profile/bios of the athletes competing i.e. 2 times Olympian, Commonwealth Champion, World Number one etc.
  - ☐ The likely media coverage, advertising, newspapers, radio, internet, social networks and TV etc.
  - ☐ Other areas of value for the sponsor, such as, entertainment, hospitality opportunities and areas of advertising.
  - ☐ Information on archery participation rates nationally and internationally.
  - ☐ How archery is growing nationally, (quantify) and why.
  - ☐ Demographic information on archery, i.e. ages, social-economic groups for both those practicing in the sport and those who spectate.
  - ☐ Particular aspects of the event that will be interesting or attractive.
  - ☐ The presentation itself, can either be a PowerPoint presentation or in a booklet form. It is vital the presentation and material be of high quality production, spell checked, correct and easy to understand terminology and design etc.
  - ☐ Make it unique, memorable and stand out from other potential bids for sponsorship. Tailor make the bid to represent the values and beliefs of the sponsor.
- ☐ Have potential sponsors been invited to attend an archery event to view the opportunity on offer?
- ☐ Has the person managing sponsorship recruitment documented and converted all sponsorship agreements and obligations into an agreement that is to be contractual? This ensures sponsorship agreements are documented to set expectations and clarity on what is to be delivered by both parties. Without a contractual agreement can prove very risky particularly should there be any personnel change within the company or disagreement.

- ☐ Have appropriate checks been made to ensure the sponsors attracted are not in direct and indirect competition with each other. For example, with soft drinks, food products, auto manufactures, banks and or electrical providers.
- ☐ Have press conferences and releases been made to announce and promote the sponsorship partnership and has this been agreed with the sponsor?
- ☐ Has a detailed plan been devised to agree the exact design and placement of each sponsor advertisement (logo and name)? For example, the placement of 'A' board (s) and brand pop ups on the finals range?
- ☐ Has it been established what coverage the sponsor will get from supporting the event?
- ☐ Has the sponsor reviewed all drafts of promotional material with their logo such as, posters, websites, radio, TV advertisement to ensure they are satisfied with the way their logo, company name etc is being used in conjunction with the event?
- ☐ Has World Archery been informed immediately on all event sponsorship recruitment achieved and their obligations such as, brand/logo placement on the main field of play?
- ☐ Those sponsors that agreed to sponsor the event, have they been invited to the event and VIP areas? Has a welcome procedure and protocol been agreed so that they don't feel lost when they arrive. What about parking?
- ☐ Has World Archery been informed of which event sponsors the local organising committee has recruited and will be attending the event in order to meet, thank and welcome them to archery?
- ☐ After the event, has there been a study, analysis on what impact the sponsor has made on the event, how has the event increased their brand, values and promotion?
- ☐ How will the organising committee thank the sponsor and review/evaluate the partnership for future opportunities?

## Notes

First, put yourself in the place of the sponsor and consider, why should they sponsor this event (s), what is in it for them?

Plans should be made to invite potential sponsors to the event as a guest. Pictures and personal viewings at an event has a far more powerful impact than just words, presentations and reports. Invite potential sponsors, for the future, to current events for them to experience what it is all about and the opportunities offered.

Might also be worth organizing a 'try archery' activity for the personnel/staff, to assist the sponsor to get a hand on experience and understanding of the sport while also having some fun. Again, this will make the event unique and memorable from other bids the sponsor receives.

At the end of the event or tour/series, make sure to: -

- Thank the sponsor (s) for their support. As a minimum, a thank you letter should be sent. A formal meeting should be arranged as an opportunity for both the organiser and the sponsor to provide feedback, review and collect comments from the sponsor (s). Also, do invite the sponsor to any end of event gathering or party for the organising team.
- Illustrate what impact the sponsors' involvement and support has made on the event. Evaluate and review the sponsors' involvement of the event, i.e. did they get out what they wanted from supporting the event? If so, how can this be developed for future events. If not, what was the expectation, why was it not met and how can this be resolved for future involvement.
- How has the sponsor made a positive impact on the event, community, environment and/or the youth?

## Notes

Example of potential sources of sponsors

- Hotels
- Restaurants
- Public transportation (except rail), buses, boats
- Building companies
- Tourism organisations
- Furniture companies/products
- Newspapers & magazines
- Railway operators
- Business consultancies
- Jewellery companies/products
- Catering companies
- Radio-stations
- Security companies
- White-products, washing-machines etc.
- Retail shop-chains
- National tele-communications
- Food-products (general)
- Energy & fuels (petrol, oil, gas, electricity, power, etc.)
- Heating systems
- Cosmetic companies/products
- Pharmaceutical companies/products
- Automobiles, cars, trucks, (\*)
- TV, screens and other communication hardware
- Watches, clocks, timing equipment (all kinds) (\*)
- Computers, pads, mobile phones, software, data-services etc
- Banks, Financial institutions, Financial services & consultants etc.
- Credit cards, charge-cards etc.
- Insurance companies
- Clothing: sports & leisure-wear (\*)
- Airlines (\*)
- Mail/package delivery products companies
- Camera, video-film and film-service

(\*) be careful it does not conflict with World Archery Sponsors

## 3.2 BRANDING AND PROMOTIONS

### Aim

For local organising committees to understand all aspects associated with promoting and branding their events, exploring the methods of promotion and creative designs to brand their events making them more individual and to create a bigger impact.

### Purpose

To give the field of play and the overall event an individual identity so people can see where in the world the event is being staged. Also, give the sponsors of World Archery and the Local Organising Committee satisfactory locations on the field of play for maximum exposure.

In addition, promote the event to create interest, encourage attendance by spectators, athletes and media generating revenue from ticket sales and merchandise opportunities.

### Responsible Person

- It is wise that only one person from the Organising Committee is in contact with a sponsor or potential sponsors to avoid contacting them on too many occasions, duplicating tasks, or confusion when agreeing branding locations at the event.
- A designer should be pointed to devise a pallet of colours for the event and design how the field of play should appear and incorporate the branding of the sponsor into the overall look and feel.
- Some local organising committees may wish to recruit an external company that already has experience in event promotion and ticket sales.
- Whether the sponsorship manager and designer are from the local organising committee or an external company they should work in collaboration with the Sport Manager, Event Manager/Director and World Archery Event Director.

### People Required

- A designer to create the design of the look and feel of the event.
- Sport Manager and World Archery Event Director to provide the technical knowledge of where sponsorship branding/ placement can be on the field of play.
- World Archery marketing coordinator, in cooperation with the World Archery Sponsorship and Commercial Consultant, to agree the World Archery branding and branding of the World Archery sponsors
- Finance Manager to agree the budget and transaction of finances

### Timeline

- As early as possible, identify the desired target audience, establish a promotional campaign and the methods to be used either by an external company or by the local organising committee.
- Usually, before the bidding stage, major sponsorship interest and networks should be established followed by secure agreement in commitments.
- Certainly as soon as the bid has been awarded, sponsorship opportunities should be explored and a clear promotions strategy established in promoting the event for ticket sales in what will happen, when, how and by what methods, i.e. posters, radio, and other activities.
- Four (4) to six (6) months prior to the event sponsorship logos and placement on the event venue should be agreed.

- Four (4) months prior to the event the designs of the field of play should be finalised for World Archery review.
- Two (2) months prior to the event the production of all event branding and sponsored logos to be placed on the venue should be in production with an agreed delivery date.
- On the morning of the day before the finals the main field of play, all branding, look and feel should be installed ready for rehearsals
- Two (2) to four (4) weeks after the event there should be a meeting with the sponsor to thank them for their support and illustrate/measure the positive impact the sponsor made to the event and quantify what viewership received.

## Check List

- ☐ Has a budget been allocated for branding and promotional activities?

### Branding -

- ☐ Who will design the look and feel of the event? Someone within the local organising committee, recruit an external designer or use the designer of World Archery?
- ☐ Has the designer seen what has been done at other world archery events and what colours, designs have been implemented previously?
- ☐ Have the pallet colours, venue look and feel designs been reviewed by World Archery to ensure they comply with the technical rules of archery and also TV production?
- ☐ How will the event look, individual, unique and reflect the location (city, region, country) of the event?
- ☐ If using an iconic/recognisable/touristic venue, do they allow event branding or are there any restrictions due to the history, existing sponsorship contracts or iconic status of the venue?
- ☐ For events to be staged for more than one year, will there be a different look created each year or will the same look be applied for all years?
- ☐ Try to avoid putting the date of the event on all branding to ensure it can be reused at other events/years
- ☐ Have the locations of the local organising committee and World Archery sponsors' branding been reviewed and approved by World Archery?
- ☐ Has the World Archery look and feel guidelines been referred to when deciding the location of World Archery sponsors, Host City branding and local organising committee sponsors on the field of play?
- ☐ Are the sponsors of World Archery and the local organising committee to be kept separate?
- ☐ What look and feel will be used on the field of play? Such as:
  - ☐ 'A' boards
  - ☐ Safety wall
  - ☐ Podiums and platforms
  - ☐ Dressing of tents, spectator stands and platforms
  - ☐ Dressing of video wall and timing devices
  - ☐ Inflatables
  - ☐ Banners on the temporary event structures of existing venue buildings
  - ☐ Flutter flags
  - ☐ LOC uniform
  - ☐ Spectator give away i.e. foam hands, clap claps, fans, sun hats
  - ☐ Flowers and trees
  - ☐ Branded carpets, mats
  - ☐ Decorative stones, gravel
  - ☐ City name, logo



- ☐ Cars
- ☐ Mascots
- ☐ Decorative structures
- ☐ Local iconic decoration, coffee bean bags, London red bus etc
- ☐ If staging a World Archery event on one single occasion, is it possible to rent some branding signs that have already been produced by another local organising committee to save costs?
- ☐ Does the city, city events department or venue have a stock of quality branding that could also be used at the event?
- ☐ Are there any guidelines and restrictions to the logos of sponsors and how they can be used? For example, must have a white background, must be in full colour rather than a negative contrast.
- ☐ Has the sponsor reviewed all drafts of promotional/brand material with their logo such as, posters, websites, radio, TV advertisements to ensure they are satisfied with the way their logo, company name etc is being used in conjunction with the event?
- ☐ Have sponsorship agreements been met in regards to exposure?
- ☐ Has footage and photographs been collected to prove to the sponsor where and how often their branding was seen?
- ☐ Has a detailed plan been devised to agree the exact design, size and placement of each sponsor advertisement (logo and name)? For example, the placement of 'A' board (s) and brand pop ups on the finals range?
- ☐ Has it been established what coverage the sponsors branding will get from supporting the event and is this being met with the current branding and promotional plan?
- ☐ How will the organising committee thank the sponsor and review/evaluate the locations given to the sponsor to illustrate it was a success and the investment was worthwhile?
- ☐ Has footage and photographs been shown to potential sponsors for future event involvement?
- ☐ Is there event branding available to use at events/exhibitions before your event or press conferences to promote the events arrival?
- ☐ What is the timeline for installation of the look and feel on the field of play?
- ☐ Is there any branding in a location or colour that may cause a negative distraction to athletes being able to perform or block views of coaches, officials, TV production or World Archery operational staff to function?
- ☐ Are all branding items secure to prevent collapsing in bad weather or strong winds hindering the competition or even injuring someone?

### Promotion

- ☐ What plans are there to raise the awareness of archery and of the event in the local community, city, region or country?
- ☐ Can the event be linked to any recent movie or TV programme that contains the bow and arrow inviting people to come to the event to see the world's best archers and try their archery skills at the have a go/try archery activity?
- ☐ What events/exhibitions are taking place in the city/venue that archery can be linked to? For example if a school or government conducting a local campaign to improve mathematics, archery can be used as a fun way to improve mathematic skills.
- ☐ If using an external person or promotional company to promote the event, have any commission rates been set as an incentive?
- ☐ Would the event sponsors be interested in creating a combined advertising/promotional activity?
- ☐ Is the archery event listed in the venues' hotels, and city's lists of events, calendars of what is on in the week, month and year?
- ☐ If using an event that hosts other sporting events such as, a stadium of another sport, is the archery event listed in their promotional material and are the venue/city willing to inform and encourage their list of customers to attend?

- ☐ Is there a demand for event merchandise and will there be a unique design created and applied to event merchandise?
- ☐ How will the merchandise be launched, promoted and what are the plans to sell and distribute (online or shop) before, during and after the event?
- ☐ Will there be an exhibition area for possible retailing opportunities, both archery and non-archery specific planned in a hall or pathway at the event venue?
- ☐ What are the current promotional activities used by the national federation, local city, community and venue, could their promotional activities be used to promote the event?
- ☐ Has the local archery clubs and national federation been informed about the event and used as a platform to promote the event, to gather information on the event such as, event dates, competition schedule, participation list, volunteer opportunities and ticket information?
- ☐ Have the neighbouring World Archery Member Associations been informed about the core event details and ticketing possibilities to be able to support their own teams?
- ☐ Will advertising of the event be placed in the local and national archery magazines, including those magazines of neighbouring countries/regions?
- ☐ Are there any communities or companies based close to the event venue that have the same nationality as a team attending the event? For example, a Chinese or Korean community/company that might wish to follow and support their team?
- ☐ Have the local embassies/consulates, tourist agencies etc been informed?
- ☐ Has a poster campaign been devised (timing of release and locations) to be placed in all public facilities such as, community centres, libraries, the waiting rooms of dentists/doctors, cafes and supermarkets?
- ☐ Have local schools been involved, invited to attend the event? Could a visit and presentation be arranged in advance with the schools prior to the event to engage and entertain school children? Offer to stage a have a go in their Physical Education lesson.
- ☐ Could the local radio stations be used to place an advert/announcement or have someone from the national team, local archery club or a member of the organising committee to have an interview prior to the event? Or even better, invite the presenter of the radio station to the venue or local archery club to conduct an introduction to archery, prior to the event and later when the event has started.
- ☐ Would local TV stations be interested in having any information screened about the event or have someone from the national team, local archery club or a member of the organising committee to have an interview prior to the event? Or even better, invite the presenter of the channel to the venue or local archery club to conduct an introduction to archery, prior to the event and later when the event has started.
- ☐ Will there be a spectator guide, media pack/guide or event programme and if so, will there be advertising space sold within it?
- ☐ What is the national media and promotional plan for the event, what is to happen, when will it happen and what media is to be used for what audience?
- ☐ What social media activities (Facebook, Twitter, You tube etc) have been planned? Have they been carefully structured, informed and linked to the social activities of World Archery?
- ☐ Has the World Archery Communications Manager been informed on all activities to structure and time the various releases and content leading up to the event?
- ☐ Will there be an event website and if so, has it been linked to the World Archery and national federation web page?
- ☐ Who will be responsible for updating and creating content for the website and has it been scheduled to update frequently to maintain readership involvement and keep it fresh?

- ☐ Are there any plans to stage a media try archery activity, maybe in conjunction with a press conference to raise the profile and awareness of archery and the up and coming event? This could also incorporate involvement of local celebrities or schools?
- ☐ What pre-event media publicity could be arranged, such as:
  - ☐ Entry numbers, list of nations participating, known athletes that are World and/or Olympic Champions
  - ☐ Mention if the event is a qualifier for a multi sporting event such as, an Olympic or Paralympic Games
  - ☐ Announce the selection of the national team for the event
  - ☐ News can also be used as a way of promotion and it is free, so make sure to use any local link such as, volunteer recruitment and local athlete or official participating in the event
  - ☐ Maximize on what local support is being offered to the event either from a sponsor, producers or service
- ☐ Will there be any publicity stunts performed leading up to the event, for example:
  - ☐ Placing archery targets randomly but securely around the city or area to get the attention of passersby
  - ☐ Hanging publicity banners on lamp posts along streets/roads around the venue or in the district
  - ☐ Practice archery in unusual places having photos taken from unique angles to make people look twice
  - ☐ Get the national team to practice archery in unusual/recognizable locations
  - ☐ Or have other sporting stars or entertainment celebrities trying archery
- ☐ What is the ticket promotional plan, when will it begin, what promotional activities will be used, what is target audience, pricing strategy and any discounted rates for early booking, multi purchases and for the young and elderly?
- ☐ Will there be a corporate or VIP packages made, promoted and sold for the event finals?
- ☐ Are there any special promotional rates and launches for incentives on ticketing for group bookings, reward early purchases, reduced rates for young or the elderly and purchases from local/national archery clubs?
- ☐ Has an estimate been made for the net income of ticket sales and/or merchandise sales and does this meet the approval of the finance department?
- ☐ Have dates been set to review/monitor ticket sales as the event approaches?
- ☐ Are there any specific sessions that are particularly attractive to spectators, have they been identified and exploited in promotional activities? This can be done again later, when it is known which athletes/teams have made the popular sessions, particularly in online promotion.

## Branding notes

For further details on the branding at World Archery events, please refer to the World Archery Look and Feel Guidelines.

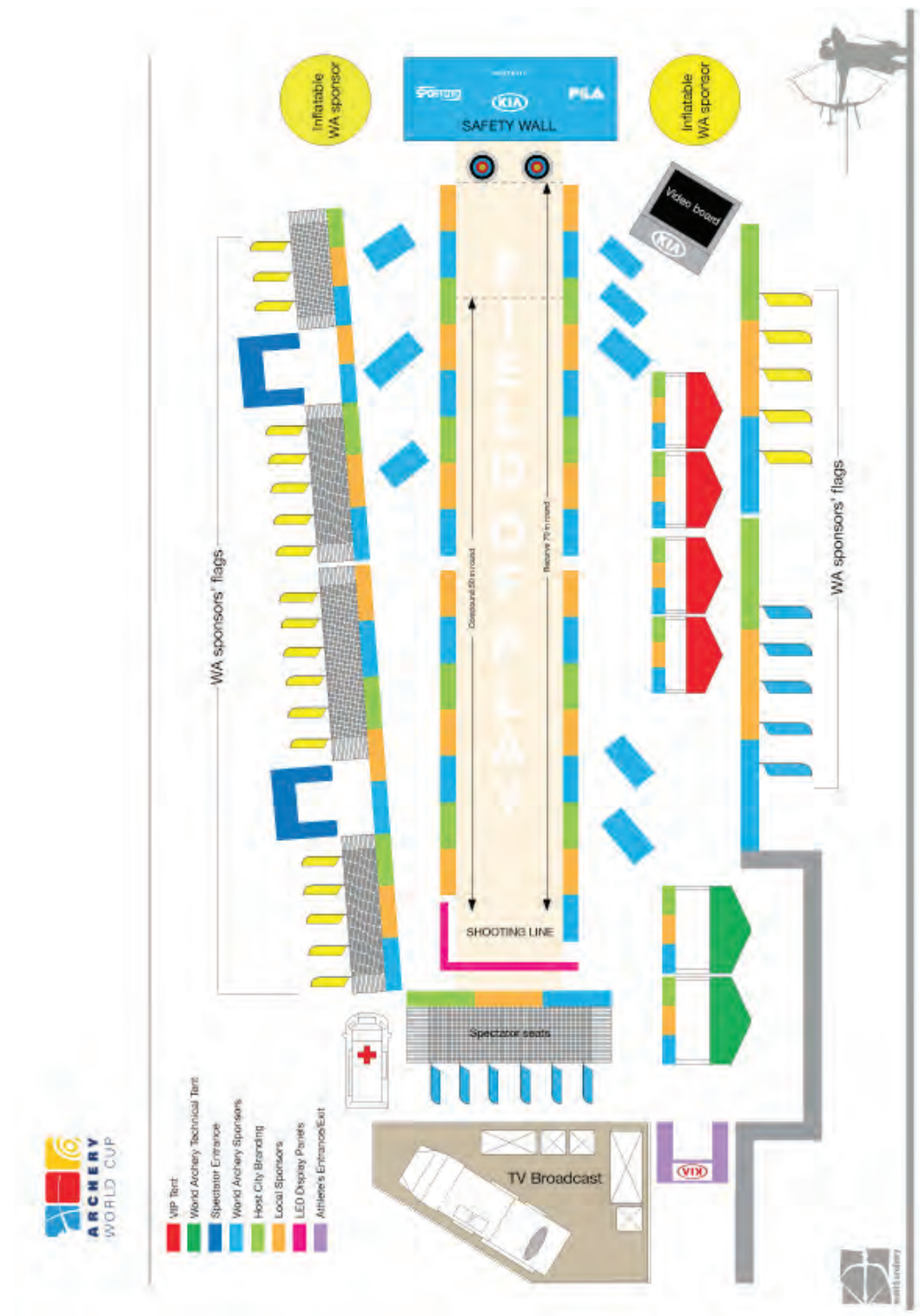
Put yourself in the place of the sponsor when considering awarding space on the main field of play. It is not fair to put a sponsor who has paid 10,000 USD\$ next to or in a position of a sponsor who has paid 80,000 USD\$.

To decide and sell space on the field of play for sponsors to locate their branding, first identify:

- The sponsors of World Archery and the locational requirements and sizes/format to satisfy existing sponsorship agreements
- Establish the gold, silver and bronze sponsors of the local organising committee according to what level of sponsorship has been agreed. Normally, there are a maximum of 2 gold and 4 silver sponsors of the local organising committee and no maximum of bronze sponsors. Each level of partner/sponsor will receive a different amount of entitlements in regards to rights to the event; ticketing, hospitality, advertising, promotional activities and communication involvement
- Establish the prime locations on the field of play with World Archery that have high visibility, giving prime areas to World Archery Sponsors, then the gold, silver and bronzes sponsors of the local organising committee
- Prime locations for Local Organising Committee sponsors on the main field of play can be up for negotiation if there is a very large sponsorship opportunity on offer

## Branding notes

The following illustrations show branding applications on the field of play:



## Promotion notes

Identify a target market/audience that will match the session of the event on offer. For example, sessions in the morning and midweek should be targeted at the elderly/retired people, tourists, school trip organisers, shift workers and parents at home that are likely to be available at that time of day. Whereas, evening sessions could be targeted at working people who have finished work and weekend sessions for families and those that explore or are active outdoors.

When establishing a promotional plan, it is useful to create one plan/schedule that individually lists all the promotional activities, start/finish dates, locations, desired target audiences and length of promotion for each day, week and month leading up to the event. This enables the organizer to see what activities are to happen, when, the audience is being communicated to and the frequency.

To evaluate the success of promotional activities, use a different code to quote on all the activities for people to quote and maybe receive a discount when purchasing tickets. This can provide valuable information on which promotional activity has worked for future campaigns.

If the organising committee wishes to produce a range of event merchandise, please consider the following:

- Choose items carefully, do the research to see what audiences are interested in and what items there is a demand for and what has or has not previously worked. Do not order large quantities that could prove difficult to sell after the event
- Price and sell at reasonable and affordable prices
- Try not to just sell merchandise at the event but earlier, leading up to the event at other events and locations, which in turn, aids event promotion

Plans should be made to invite potential sponsors to the event as a guest. Pictures and personal viewings at an event has a far more powerful impact than just words, presentations and reports. Invite potential sponsors, for the future, to current events for them to experience what it is all about and the opportunities offered.

It may also be worth organising a 'try archery' activity for the personnel/staff, to assist the sponsor in getting a hands on experience and understanding of archery while also having some fun. Again, this will make the event unique and memorable from other bids the sponsor receives.

At the end of the event or tour/series, make sure to: -

- Thank the sponsor (s) for their support. As a minimum, a thank you letter should be sent. A formal meeting should be arranged as an opportunity for both the organiser and the sponsor to provide feedback, review and collect comments from the sponsor (s). Also, do invite the sponsor to any end of event gathering or party for the organising team.
- Illustrate what impact the sponsor's involvement and support has made on the event. Evaluate and review the sponsor's involvement of the event, i.e. did they get out what they wanted from supporting the event? If so, how can this be developed for future events. If not, what was the expectation, why was it not met and how can this be resolved for future involvement.

In general, there are no set rules in promotional activities. Identify a target audience, a demand for unusual sporting events, engage the youth, establish the best method (s) to communicate with that target audience and be creative to be memorable.

### 3.3 MEDIA OPERATIONS

#### Aim

Produce and distribute content for use by Local Organisation Committee media department, external press and World Archery. Effective management and encouragement of external media.

#### Purpose

Media and communications, primary audience: local/national. (World Archery focuses on international, but overlap is encouraged.)

#### Responsible Person

##### Local Organising Committee

Communications Manager

- Responsible for all media activities at event. Invites, coordinates accreditations and primary liaison with local/national medias.

##### World Archery

Event Communications Coordinator

- Responsible for all World Archery communications at event, supporting LOC communications staff and ensuring event reaches international archery, public and media. Responsible for liaising with international press requirements/meeting demands and distributing material through World Archery's new media platforms.
- For competition/sport managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Media and Press Operations Venue Manager who works with the Venue General Manager and Sport Manager to coordinate media services for the venue and sport.

#### People Required

Communications Manager:

- Person responsible for overall communications at event.

Communications staff:

- Social media coordinator
  - Responsible for planning and delivering social content. Key to outline whom the social content is aimed at: athletes, fans or potential spectators.
- Public relations coordinator
  - Responsible for engaging national and local press, coordinating international press with World Archery. Creating and distributing PR content.
- Content coordinator
  - Responsible for creating self-published content (on website of event or federation or World Archery), coordinating reporters on site.
- Reporter(s)
  - Volunteer or staff reporters and writers, responsible for creating content for all platforms, accessing athletes for quotations and identifying key angles that interest all media stakeholders.
- Photographer Marshall(s)
  - (Covered in Press Operations section)



- Official photographer
  - (Covered in Press Operations section)

## Equipment

Spaces and facilities required during event:

- Media room (4 metres × 6 metres). If no view of field of play, all media working spaces should have live feed from field of play.
  - 8 tables (approx. 1 metre × 2 metres) and 15 chairs
  - Press tribunes: if space available or if no view from field of play, up to 10 spaces for media to work from stands.
  - Feed from results (provided by World Archery via Infosystem or printed results distribution)
- Media accreditation desk: welcome and accredit media and photographers at event. Brief both on access and responsibilities on site. Manage distribution of media bibs (supplied by World Archery), if required.
- Mixed zone – area situated at athlete exit from field of play for interviews.

Press require secure location to store equipment during event, work space with high-speed internet upload (and download), power and ability to quickly access the results.

## Timeline

### Pre event

- Media invitations sent and accreditation process clear (6-8 weeks before)
  - Person made responsible to liaise with press about accepting accreditations, providing information
  - Reminder sent 4 and 2 weeks in advance to all (accepted/not accepted)
  - Reminder sent 1 week in advance with relevant information and press guide
- Create press pack (for distribution no less than 1 week in advance, preferably 3 weeks in advance)
  - On-site information
  - Athlete information (forerunners and host nation athletes)
  - In language of host nation
- Pre-event programme of press awareness
  - Bulletins sent covering subjects including but not limited to:
    - ◆ (Host country) progress in Archery World Cup/archery season
    - ◆ Expected socio-economic impact or entries for event
    - ◆ Community engagement
  - Beginning approximately six months in advance, increasing in frequency up to event time
- Contact with local/national and relevant press agencies to find distributor for LOC press content (this includes sports organisations, like NOCs) (6-8 weeks before)
- Appropriate Reporters identified and trained (during volunteer recruitment)
- Social media strategy
  - Attracting local interest? Spectators?
- Press conference (week preceding or training period)
  - Introducing press to media, particularly news – television channels run the short announcements

### Event

- Press accreditation system in place to welcome, accredit, inform and enforce photographers' access and responsibility on site (from athlete training opening to end of competition)
  - Particular importance during finals
- Reporter activity (training to completion)



- Mixed zone
- Providing quotations and angles to external press
- Distribution channels – images to local/national agencies (programme of press material distributed – preview and throughout event, daily bulletin plus specific additional)
- Social media presence
- Selling extraordinary stories
  - World records
  - Host nation success
- Acting as expert panel for visiting press

### Post event

- Post-event publicity (from end of event until minimum one week after)
  - Create bulletins and distribute results to wide range of media
- Measuring
  - Impact of self-published
  - Impact of PR and wider mentions
  - Impact of social media
- Post-event follow up with press (build contact list) (maximum two weeks after event)

## Check List

### Organisation

- ☐ Budget allocated for media operations?
- ☐ Internal officer(s) in LOC to manage press operations or external organisation recruited?
- ☐ Recruitment of Reporters?
  - ☐ Ability to speak English
  - ☐ Ability to communicate in local language
- ☐ Scheduling of workforce – how long before, during and after event and at what times should staff be on site?
  - ☐ During event, at least 1 hour before competition until at least 2 hours after
- ☐ How will staff be easily identifiable? (Use World Archery media staff bibs?)

### Operations – pre event

- ☐ Contact list (telephone and email) created and distributed? Who is the point of contact for external media? Who is the point of contact for World Archery?
- ☐ Accreditation zones (including bib requirements, if necessary) set with security?
  - ☐ Ensure awareness of all functional areas
  - ☐ Inclusion on venue accreditation flow maps
- ☐ Venue access point(s) set?
- ☐ Accreditation points set?
- ☐ Official reporters recruited?
  - ☐ Professional/volunteer?
  - ☐ Good standard?

- ☐ Media work rooms set?
  - ☐ Close proximity and easy access to field of play
  - ☐ Access easy to field of play
  - ☐ Technical facilities planned for
  - ☐ Size appropriate for expected media
  - ☐ Press tribunes?
  - ☐ Media mixed zone set?
- ☐ Social media strategy built?
  - ☐ Who is responsible for delivering?
  - ☐ Languages?
- ☐ News engagement strategy built?
  - ☐ Website or distribution through federation?
  - ☐ Distribution solely to press or self-publishing?
  - ☐ Who is responsible for delivering?

#### Operations – during event

- ☐ Contact list (radio, telephone, email) created and distributed? Who is the point of contact for external media? Who is the point of contact for World Archery?
- ☐ Work and accreditation areas complete?
  - ☐ Technical requirements (internet/power/word space)
  - ☐ All information – emergency/food/contact – available
  - ☐ Results distribution?
  - ☐ Effective signage
- ☐ Personnel manning accreditation collection point and work areas?
  - ☐ Briefing press on access/responsibilities?
  - ☐ Procedure for non-pre-accredited media?
- ☐ Personnel manning work areas?
  - ☐ Secure?
- ☐ Accreditation zones and press areas enforced by security?
- ☐ Procedure for arranging press conferences with athletes set?
- ☐ Procedure for warning/ejecting unruly press set?

#### Operations – post event

- ☐ Analytics complete?
  - ☐ Self-published content
  - ☐ PR and wider content
  - ☐ Social media content
- ☐ Follow-up with press and referral to other archery content (within country – athletes/events – or internationally)

### External media

- ☐ Contact list for local/national media created?
- ☐ Invitations sent to local/national media?
  - ☐ Follow ups?
- ☐ Engagement with key press?
  - ☐ Identify relevant (local newspapers, national television)
  - ☐ Relationship building
- ☐ Creation of media pack for visiting media?
- ☐ Register kept?
- ☐ Post-event thanks sent, access to publications requested?

### World Archery

- ☐ Space for World Archery communications team set?
  - ☐ Easy access to field of play?
  - ☐ View of field of play or video screen?
- ☐ Process for sharing information set?

### Notes

Media operations covers two key areas: self-published content (social media, event or federation or World Archery websites) and press relations (external media).

The content for both should be generated by on-site reporters from the LOC, to make the material easily accessible for consumers (fans and press) who are not on site, while additional on-site external media are managed by LOC communications staff.

World Archery's main goal is to encourage international interest, while an LOC should focus on national and local coverage. Overlap is encouraged.

Due to different field of play designs, the requirements for accreditations and access can vary from event to event. For example: if the media are not accessing a field of play, bibs are not required, but accredited areas can be marked out with barriers and managed by security.

### Definitions

**Infosystem** – World Archery's network results delivery system on-site

**Media Centre** – a place for media persons to work at the competition venue.

**Main Press Centre (MPC)** – at multisport events, a place for media persons to work at a central venue (such as Olympic Park).

**Media Bibs** – (Photography, TV, Media) bibs given to members of the media (either within or outside the LOC/World Archery team depending on requirement) allowing persons additional access.

**Media invitations** – process of inviting press and photographers to event

**Mixed zone** – area immediately outside the field of play for athlete interviews

**Press distribution** – effectively sharing content from event with media, press and agencies

**Press pack** – information pack for press, explaining archery, event and athletes

**Reporters** – on-site content producers

**Social media** – Facebook, Twitter, YouTube, Pinterest, Instagram etc

## 3.4 PHOTOGRAPHY OPERATIONS

### Aim

Produce and distribute high-quality photography for use by Local Organisation Committee media department, external press and World Archery. Effective management of external photographers.

### Purpose

Media and communications, primary audience: local/national. (World Archery focuses on international, but overlap is encouraged.)

### Responsible Person

#### Local Organising Committee:

Communications Manager

- Responsible for all media activates at event. Invites, coordinates accreditations and primary liaison with local/national medias.

Photographer Marshall

- Responsible for activities of external photographers on venue during competition. This person or persons should not have other responsibilities (for safety reasons) but focus on coordinating photographer accreditations, access and facilities during event.

Official Photographer

- Optional for organising committee to provide official photographer at event, particularly at times where World Archery Photographer is not present (pre-event publicity, training periods or post-event publicity). Any Organising Committee photographer is invited to work in close cooperation with World Archery Photographer and Communications team.

#### World Archery:

Event Communications Coordinator

- Responsible for all World Archery communications at event, supporting LOC communications staff and ensuring event reaches international archery, public and media. Responsible for setting photo positions with LOC, World Archery Official Photographer and Event Technical Delegate.

Official Photographer

- Responsible for delivering official photo albums to World Archery and to selected press.

Event Technical Delegate

- Responsible for overall event.

For competition/sport managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Media and Press Operations Venue Manager who works with the Venue General Manager and Sport Manager to coordinate media services for the venue and sport.

## People Required

Communications Manager:

- Person responsible for overall communications at event.

Photographer Marshall:

- General ratio of 4 photographers per Marshall. Trained volunteers appropriate to role. Must be able to communicate with photographers (language), knowledge of photography, responsible attitude and needs to be aware of TV and event requirements during competition (particularly finals).

Official Photographer:

- Ability to produce high quality images for distribution with press releases and material to media. LOC Photographer could be a talented amateur volunteering but it is recommended to use a professional.

## Equipment

Spaces and facilities required during event:

- Media room (4 metres × 6 metres). If no view of field of play, all media working spaces should have live feed from field of play.
  - 8 tables (approx. 1 metre × 2 metres) and 15 chairs
  - Photographers do not, as a rule, require tribunes.
- Media accreditation desk: welcome and accredit media and photographers at event. Brief both on access and responsibilities on site. Manage distribution of media bibs (supplied by World Archery), if required.
- Photo positions: marked on field of play, preferably separated with barriers between competition area and spectators on finals field of play.
- Photo hides (optional): shelters approximately 20 metres in front of the athletes on finals field of play.

Photographers require secure location to store equipment during event, work space with high-speed internet upload (and download), power and good lighting conditions (ie not too sunny but natural or natural-bulb light).

World Archery Official Photographer should be situated with World Archery communications team with easy access to field of play.

## Timeline

### Pre event

- (Media) invitations sent and accreditation process clear (6-8 weeks before)
  - Person made responsible to liaise with photographers about accepting accreditations, providing information (same as media)
- Photographer to cover pre-event publicity requirements of communications team (as necessary)
- Contact with local/national and relevant photo agencies to find distributor for LOC official photographer content (this includes sports organisations, like NOCs) (6-8 weeks before)
- Appropriate Photographer Marshalls identified and trained (during volunteer recruitment)

Event:

- Photographer Marshalls and system in place to welcome, accredit, inform and enforce photographers' access and responsibility on site (from athlete training opening to end of competition)
  - Particular importance during finals
- Official photographer activity (training to completion)
- Distribution channels – images to local/national agencies (programme of press material distributed – preview and throughout event, daily bulletin plus specific additional)

### Post event

- Image archive: share with World Archery (maximum one week after event)
- Post-event image distribution and publicity (from end of event until minimum one week after)
- Post-event follow up with photographers (build contact list) (maximum two weeks after event)

## Check List

### Organisation

- ☐ Budget allocated for photography operations?
- ☐ Internal officer in LOC to manage photography operations or external organisation recruited?
- ☐ Recruitment of appropriate Photographer Marshalls?
  - ☐ Ability to speak English
  - ☐ Ability to communicate in local language
- ☐ Scheduling of workforce – how long before, during and after event and at what times should staff be on site?
  - ☐ During event, at least 1 hour before competition until at least 2 hours after
- ☐ How will staff be easily identifiable? (Use World Archery media staff bibs?)

### Operations – pre event

- ☐ Contact list (telephone and email) created and distributed? Who is the point of contact for external media? Who is the point of contact for World Archery?
- ☐ Accreditation zones (including bib requirements, if necessary) set with security?
  - ☐ Ensure awareness of all functional areas
  - ☐ Inclusion on venue accreditation flow maps
- ☐ Venue access point (s) set?
- ☐ Accreditation points set?
- ☐ Media work rooms set?
  - ☐ Close proximity and easy access to field of play
  - ☐ Access easy to field of play
  - ☐ Technical facilities planned for
  - ☐ Size appropriate for expected media
- ☐ Photography positions discussed and set with World Archery?
  - ☐ Prefer integration into field of play design, with natural barriers created by look rather than on-ground markings
- ☐ Pre-event publicity photography supplier?

### Operations – during event

- ☐ Contact list (radio, telephone, email) created and distributed? Who is the point of contact for external media? Who is the point of contact for World Archery?
- ☐ Work and accreditation areas complete?
  - ☐ Technical requirements (internet/power/word space)
  - ☐ All information – emergency/food/contact – available
  - ☐ Effective signage

- ☐ Personnel manning accreditation collection point and work areas?
  - ☐ Briefing photographers on access/responsibilities?
  - ☐ Procedure for non-pre-accredited media?
- ☐ Personnel manning work areas?
  - ☐ Secure?
- ☐ Accreditation zones and photography positions enforced by security and Photographer Marshalls?
- ☐ Procedure for arranging photography sessions with athletes set?
- ☐ Procedure for warning/ejecting unruly photographers set?
- ☐ Working relationship with TV? Liaise with World Archery communication team to ensure both working.
- ☐ Has the matter of photography positions for victory ceremonies been discussed with all functional areas concerned and is a specific plan in place?

#### External media

- ☐ Contact list for local/national media created?
- ☐ Invitations sent to local/national media?
- ☐ Creation of media pack for visiting media?
- ☐ Creation of briefing pack for photographers outlining access and responsibilities?
- ☐ Register kept?
- ☐ Post-event thanks sent, access to photographs requested?

#### Photography creation

- ☐ Official photographer(s) recruited?
  - ☐ Professional/volunteer?
  - ☐ Good standard?
  - ☐ Agreement for photograph use?
- ☐ Responsibilities set?
  - ☐ Define areas photographer(s) should capture, angles to take.
- ☐ Shared resource with World Archery?

#### World Archery

- ☐ Space for World Archery Official Photographer with communications team set?
  - ☐ Easy access to field of play?
  - ☐ View of field of play or video screen?
- ☐ Process for requesting official images set?

#### Notes

Photography is key to the effective media marketing of an event, provides value to sponsors and sells stories into the press.

The distribution of photography is just as important as the creation of images. Local Organising Committees should focus on what they will do with images as well as finding a staff member/volunteer to act as an official photographer on site.



World Archery distributes its photographs via Getty Images, an international photo agency.

The quality of photography is important. Low-level photography devalues an event.

Due to different field of play designs, the requirements for accreditations and access can vary from event to event. For example: if the media are not accessing a field of play, bibs are not required, but accredited areas can be marked out with barriers.

This set up is preferred to accrediting and managing bibs for all photographers – a responsibility of the Organising Committee – as it prevents a messy field of play, busy with bodies.

It is possible to set a two-tier accreditation:

- Bibs for trusted photographers from big agencies and official photographers from Organising Committee and World Archery with access to the field of play
- Pen enclosures for non-trusted photographers, who require accreditation to access but no bibs as no access to field of play

Either way, Photographer Marshalls are essential for ensuring the integrity and safety of the event and the happiness of the visiting press.

Photography positions should be around the shooting area position on the finals field of play and, if possible, approximately 20 metres down range in hides. All positions must work with TV angles and must not interfere with cameras.

Photography positions on the eliminations field are set in the rules. It is unusual for a high number of photographers to attend non-finals days at events.

## Definitions

**Getty Images** – an international photo agency that World Archery uses to distribute its official images from some major international events.

**Image distribution** – effectively sharing photographs taken at event with media, press and agencies

**Media Centre** – a place for media persons to work at the competition venue.

**Main Press Centre (MPC)** – at multisport events, a place for media persons to work at a central venue (such as Olympic Park).

**Media Bibs** – (Photography, TV, Media) bibs given to members of the media (either within or outside the LOC/World Archery team depending on requirement) allowing persons additional access.

**Media invitations** – process of inviting press and photographers to event

**Photographer Marshall(s)** – LOC staff/volunteers responsible for photographers during competition: access, facilities and assistance

**Photography positions** – area(s) on the field of play in which photographers may position themselves during competition. During finals, it is preferable for this to be clearly split from field of play with barrier/look. Some photography positions, such as for awards ceremonies, may be temporary but all should be clearly defined and indicated.

## 3.5 TELEVISION

### Aim

This section covers most aspects regarding the requirements for television production at World Archery events.

### Purpose

To gain a basic understanding and familiarity of TV terminology and operations. Understand the minimal set up, format and images to be generated for archery events with little to no disruption to athletes, officials and spectators.

Be able to prepare and deliver the venue on time for TV installation and testing

TV needs are met

### Responsible Person

- World Archery owns the entire broadcasting rights on all World Archery events therefore, must always be consulted in regards to TV production and TV distribution
- TV Director is responsible for production requirements as well as producing and correcting the TV show
- Event Director/Manager and Venue Manager are responsible for delivering the venue to specification and on time with safe, secure power and reliable internet connection
- World Archery Event Director is responsible that the venue, sport and TV production requirements are delivered to specification and smooth operation of the event during competition

For competition/sport managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Broadcasting Manager mediating between the committee and main broadcaster such as OBS (Olympic Broadcasting Services) who works with the Venue General Manager and Sport Manager to coordinate TV broadcasting for the venue and sport.

### People Required

Depending on the event and the size of the TV operation will determine the expertise and quantity of people. Below is a suggested list of the main people required for agreeing TV event production:

- Local Organising Committee Event Director/Manager
- World Archery Secretary General
- World Archery Event Director
- Live TV Director
- Live TV Producer
- Venue Broadcasting Manager at multi sporting events

TV Production team, consists of but not limited to:

- Floor Manager
- ENG Editor
- Video Engineer
- Audio/Sound Engineer
- Live TV Commentator (English)
- Live TV Graphics Operator
- Live TV Graphic Technician

- Rear Slide Camera Operator
- Profile Camera Operator
- Crane Camera Operator
- **Archery Fan Report**
  - Highlights Producer
  - Highlights Editor
  - Highlights Production

For a super high level production the following would be required:

- Rail Camera Operator
- High Speed Slow Motion Camera Operator
- High Speed Super Slow Motion Camera Operator
- Suspended overhead Cable Camera Operator
- Suspended overhead Cable Camera Technician

## Equipment

It is the responsibility of the local organising committee to provide security for all World Archery equipment and TV equipment at the field of play, 24 hours a day, from the moment the equipment arrives at the venue, installation for the competition and until collection for shipping

### Video wall -

Local organising committees should rent a HD-SDI Signal, on BNC connectors. 1920 × 1080 50i. If there is a problem with that type of signal, it could be possible to provide a SD-SDI Signal (with BNC connectors also), for a 16:9 signal (1024 × 576, or 720 × 576 anamorphic).

The suppliers of the main video screen/wall will need to provide the necessary cable to link the video wall to the TV production equipment.

Typical spaces and power requirements for a TV production company not operating from TV production vehicles:

- 12m × 6m enclosed tent with flooring. Single entrance at the back of the tent, position to be defined during planning with World Archery Event Director. Front panel of the tent should have an 80cm slit/gap through the middle of the panel for seated production staff to view out onto the field of play. A see-through panel or cover that can be rolled down over the slit during bad weather conditions
- Fan or heating according to the local climate
- 13 chairs
- 13 tables measuring a minimum 1m × 2m
- Layout of the inside of the tent can be viewed at the end of this section

Typical space and power requirements for a TV production company operating from TV production vehicles they bring themselves:

- OB Van: 12m in length, 4m in height (when antenna is deployed) and 4m wide with an additional 2m either side of the truck for clearance and operation. Allow an extra 2m behind the truck for clearance to open the back doors.
- Tender Van: 12m in length, 3m in height and 3m wide with an additional 2m either side of the truck for clearance and operation. Allow an extra 2m behind the truck for clearance to open the back doors.
- There will also be one (1) satellite truck (SNG), roughly 5m in length, 3m high and 3m wide.

- Super Slow Van: 5m in length, 3m high (when antenna is deployed) and 3m wide in the event the TV production company can manage with a DVS.
- Power requirements for the above, 2 × 63 amp on 380 Volts + 1 × 32 amp on 380 Volts
- All plug sockets and devices on the field of play will need to operate with safe, grounded 220 voltage power

For those local organising committees wishing to rent and operate a suspended overhead cable camera (Sky Cam) across the main field of play, requirements can be given upon request from the World Archery Event Director.

## Timeline

When a task should be completed by.

- 12 months before, the World Archery Event Manager or Technical Delegate and the World Archery TV Director should make a site visit to the finals venue to determine camera views and the type of cameras to be scoped.
- A minimum of 6 months prior to the event a complete TV production proposal plan should be created and reviewed by World Archery for approval.
- During the 6 months before the event all TV requests should be known and agreed.
- Day before the finals, the venue for finals and all branding decoration needs to be installation completed, with secure power and internet fully operational and handed over on Friday 09:00hrs for TV Production camera installation and testing.
- Note: For the World Cup Final, as it is required to have athlete familiarisation on the Friday afternoon, the venue for finals will need to be handed over a day earlier, Thursday 09:00hrs for camera installation and testing.

## Check List

- ☐ Have the television and rights holder sections in the organiser's agreement been read and understood by the Event Manager/Director and the Local Organising Committee Executive Board?
- ☐ Has a budget been allocated for television production and/or distribution?
- ☐ Has the World Archery Event Director been contacted with regards to the desired images to be produced and distribution expectations?
- ☐ Is there any expectation and demand to have footages generated of the event for distribution?
- ☐ What is the need to generate images?
  - ☐ Show live footage just on the venue for spectators
  - ☐ Live footage for live TV distribution
  - ☐ Produce and record for a highlights package
  - ☐ Live streaming on You Tube or other channels
  - ☐ Or all of the above
- ☐ Will coverage of the event be live or recorded for a highlights package to be shown at a later date? This is important as it will have an impact on the competition schedule. If coverage of the event is to be live, it is vital to start the competition on time and that the transition between matches be smooth to avoid wasted air time on delays. With live coverage make sure all parties, such as the DOS (director of shooting) and line judges are included in the communication network to avoid unnecessary delays.
- ☐ How are these images going to be produced, using the World Archery Event Tool box, World Archery TV Production Company or has another TV Production company expressed a wish to generate the images?
- ☐ Is it established what dates, times and sessions of the competition are to be televised?

- ☐ Is there one main TV production company that wishes to film the event? If so, what is the extent of their services?
- ☐ Who will be the person representing the TV Production Company to liaise with?
- ☐ Has a contract with the TV Production Company been agreed and signed to determine the level of services and signal rights?
- ☐ Does the TV company/producer have an existing knowledge of archery? If they do, this will be a huge advantage as it will enable easier cooperation in movement on the main FOP and a higher quality of image production. If not, do show them previous footage of international events on the World Archery website and feel free to contact the World Archery Event Director and/or Technical Delegate for any assistance in advising the TV Company.
- ☐ Will the main TV Company allow ad hoc TV requests from other networks/companies that might wish to attend at specific times/sessions to get images for their highlights package? If other networks are allowed, where can these ad hoc networks go on the main FOP?
- ☐ Who is carefully coordinating and controlling the ad hoc networks to ensure they do not accidentally go into areas of the main TV production company or interrupt athlete performance?
- ☐ Is there one or many local, national or international TV companies that have expressed an interest in having images of the event?
- ☐ Do these TV Companies wish to generate the images themselves, if so, what images, dates, times and sessions do they wish to cover?
- ☐ What type of production is the local TV Company offering, how many people, cameras and level of service to be provided?
- ☐ Does the local TV station wish to have a studio on site at the finals venue to operate during the competition? If so, what dates, times of the competition schedule and what space and equipment requirements to they require?
- ☐ If the TV station/Company wishes to receive live footage of the competition, what signal format do they require and does it match the signal and format being used by the company producing the images?
- ☐ Will the TV production company wish to make any alternations to the competition schedule to suit their broadcasting schedules? Normally, TV companies will want to make alterations to the competition schedule to ensure their production makes the network schedule. Therefore, always try to review the competition schedule with the TV producer before releasing it to the athletes etc. This will avoid confusion, alterations and inconvenience to athletes and officials.
- ☐ What requirements do the TV production company have?
  - ☐ Location and space at the venue for vehicles and equipment
  - ☐ Power requirements, power supplies, cables, converters or generators
  - ☐ Additional spaces such as parking, interview areas, editing rooms or office space
  - ☐ Accreditation passes, water and meal provision
- ☐ Has camera placement been agreed with the TV producer, judges and technical director? Please see refer to 'Appendices' at the back of this section for reference with an illustration of a typical TV set up for an archery main FOP. Do consult with the technical director, chairman of judges, coaches and athletes to ensure their views are not obstructed in a way that they are unable to perform their role.
- ☐ Are the athletes, officials, director of shooting and other operational staff aware if the TV production is live or not?
- ☐ Have the type of cameras, their positions been agreed and do any cameras require platforms, if so, what are the specifications?
- ☐ Do any of the cameras or platforms positions impact the main field operations, impact on spectator, VIP views or athlete entrance/exits?

- ☐ Athletes' coaches can be issued with microphone to capture their comments during a match, has this been agreed, when, where, how and who will fit and collect these microphones with the coaches for each match?
- ☐ Are the TV production company aware of what TV graphics they need, when and how they are to appear on the footage of archery?
- ☐ Are there any sponsor/host city adverts to be played or entertainment/cultural performances on the main field of play as warm up acts to the sessions? If so, has the World Archery Event Director and the TV Production Company been consulted to see if this can or should not be included?
- ☐ Have rehearsals on the main field of play been scheduled, (i.e. individual and teams matches) for the TV production company to become familiar with the sports operations and generate better images? This enables the TV Company to get an understanding of what typically happens on the Finals FOP and the movements of everyone on the FOP which will prevent any surprises.
- ☐ Is there an archery specific commentator appointed to work with the TV production company and their commentator to aid explanation of the images to the viewer?
- ☐ Have the TV commentary positions been discussed and agreed?
- ☐ When do the TV production arrive, how many people, have airport transfers been arranged, accommodation, accreditation and meal provision reserved?
- ☐ Have the logistics in the arrival, storage, transfer to the finals venue and departure for shipping of the World Archery equipment and TV equipment been discussed and arranged?
- ☐ When does the venue build need to be completed for the TV production company to install and test?
- ☐ Has safe and secure storage been arranged for the arrival of the TV Production equipment? Make sure that the TV equipment is protected from the local weather elements such as rain, direct sun light and extreme hot or cold temperatures.
- ☐ Have the suppliers of the video screen/wall, on the finals venue, been made aware they are to provide the necessary cable from the screen for the TV production company to be able to transmit the images to the screen?
- ☐ Remember to collect data on the actual TV broadcasting durations, distribution and TV ratings if possible to review and evaluate afterwards.
- ☐ Have any additional commentary positions been requested?
- ☐ Is there a unilateral world feed or will there be other feeds available?
- ☐ Are the feeds requested dirty or clean feeds?

## Notes

To ensure global distribution, World Archery are the Rights holder.

World Archery currently produces in High Definition, 16.9 format and with 3D TV graphics and English audio commentary.

- All medal matches are with live coverage, (usually two (2) days, around three (3) hours per day)
- A 26 minute highlights package is produced, (more can be requested on demand)
- Three (3) minute newscasts
- Dedicated TV interviews upon request
- Dedicated ENG match footage upon request
- A four (4) minute feature story each day of the competition (primarily done for webcasting)

## Web distribution

World Archery has currently two web TV platforms:

- 1) [www.archery.tv](http://www.archery.tv) in partnership with Google/YouTube all finals matches of World Archery events are recorded and uploaded to this site and will also be included in a highlights package featuring stories produced by the AFR (Archery Fan Reporter).

- 2) [www.liveworldarchery.tv](http://www.liveworldarchery.tv) is a live streaming platform to show all the final matches live either with a full TV Company production or the World Archery Event Tool Box.

## Lighting for Indoor Events

For Indoor events there is a need to have 2000 LUX lighting around the shooting line and on the target for successful operation of the slow motion and super slow motion cameras.

World Archery are able to provide different level of TV coverage and production, all under the same format and standard: **FULL HD 1920 × 1080i 50/60**

### 1) World Archery Event Tool Box (ETBox)

- Six (6) cameras with basic TV graphics
- Two (2) WA Event Tool Box staff will be required and six (6) local volunteers
- **OK FOR:** Video wall and/or any LCD or LED panel on the venue
- **OK FOR:** Live video stream on the Web / Youtube
- **NOT OK FOR:** TV Broadcasting of edited content (news or highlights)
- **NOT OK FOR:** TV Broadcasting LIVE or LIVE-delayed

### 2) World Archery TV / BASIC Level Production

- Five (5) cameras with basic TV graphics
- Five (5) to Seven (7) TV Production Company staff will be required
- **OK FOR:** Video wall and/or any LCD or LED panel on the venue
- **OK FOR:** Live video stream on the Web / Youtube
- **OK FOR:** TV Broadcasting of edited content (news or highlights)
- **NOT OK FOR:** TV Broadcasting LIVE or LIVE-delayed

### 3) World Archery TV / MEDIUM Level Production

- Seven (7) cameras with high level TV graphics
- Ten (10) to Thirteen (13) TV Production Company staff will be required
- **OK FOR:** Video wall and/or any LCD or LED panel on the venue
- **OK FOR:** Live video stream on the Web / Youtube
- **OK FOR:** TV Broadcasting of edited content (news or highlights)
- **OK FOR:** TV Broadcasting LIVE or LIVE-delayed

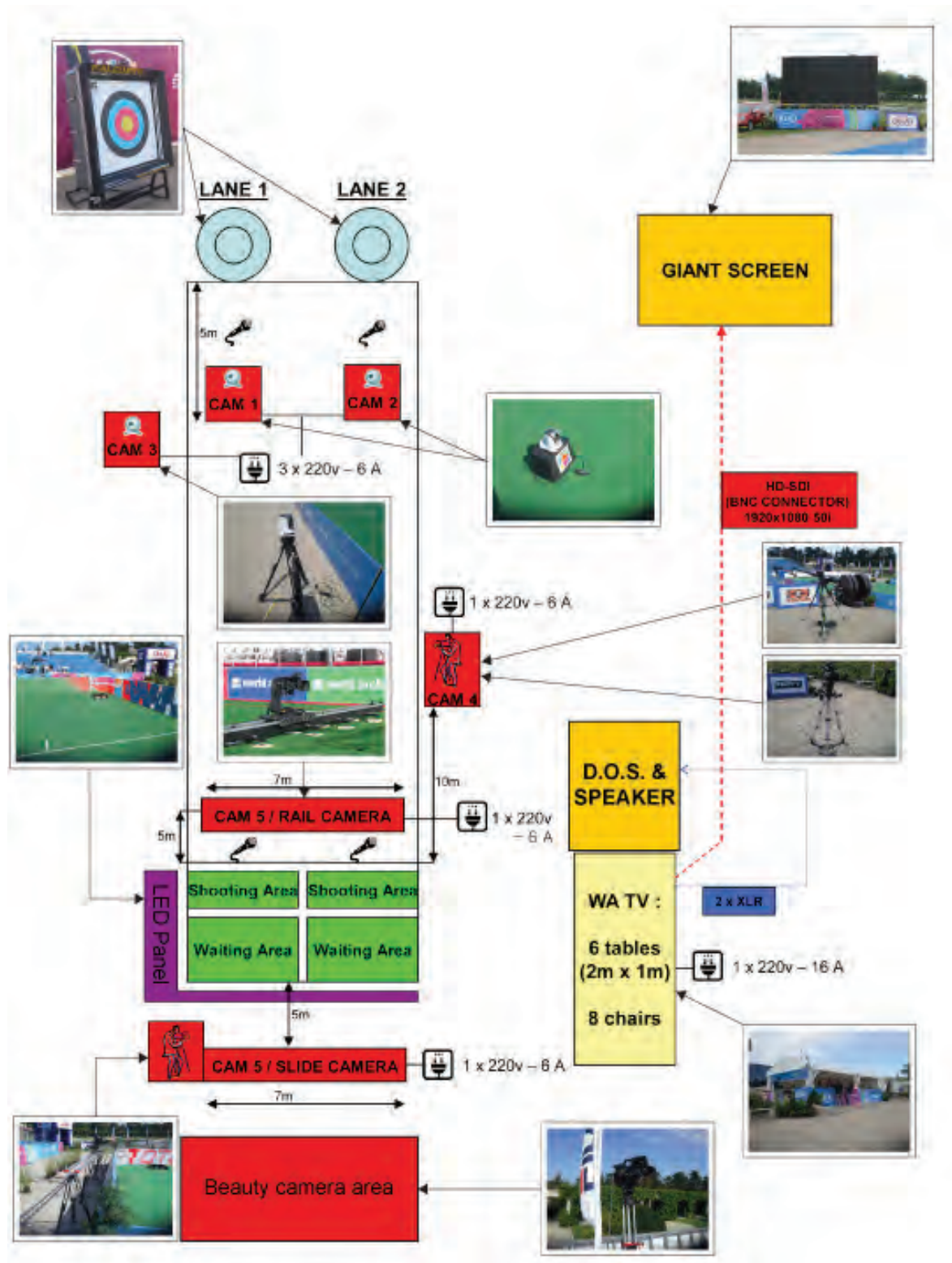
### 4) World Archery TV / HIGH Level Production

- Nine (9) cameras (including crane/JIB and slow motion camera) with high level TV graphics. Cablecam & UltraMotion Cameras (11 cams in total) are optional.
- (20) to (25) TV Production Company staff will be required
- **OK FOR:** Video wall and/or any LCD or LED panel on the venue
- **OK FOR:** Live video stream on the Web / Youtube
- **OK FOR:** TV Broadcasting of edited content (news or highlights)
- **OK FOR:** TV Broadcasting LIVE or LIVE-delayed

EACH level of production (including the ETBox) is suitable for live commentary to be added. Currently, English commentary is mandatory if any Local Organising Committee is wishing to access the World Archery Official YouTube



Channel. On medium and high levels of production, World Archery TV is providing its own archery expert for the commentary in English.





## Definitions

**16.9 Video and Screen Format:** an aspect ratio with a width of 16 units wide and height of 9. This format has become the most common aspect ratio for sold televisions, computer monitors and is also the international standard format of HDTV, Full HD, non-HD digital television and analogue widescreen televisions.

**Clean Feed:** Footage/images that have no screen TV graphics imposed on them, no commentary and only atmospheric sounds.

**Converters:** A converter is needed to decode a signal or data from one format to another in order to successfully transmit between one device to another.

**Dirty Feed:** Contains on screen graphics, could still have no commentary and atmospheric sounds but still classed as a dirty feed.

**Electronic News Gathering (ENG)** is a description used by the broadcasting news industry describing a method used by television producers, reporters and editors making use of electronic video and audio technologies for gathering and presenting news. ENG can involve a lone journalist taking a single professional video camera out to film a story/news item or to an entire television crew taking a production or satellite truck on location to do a live television news report for an outside broadcast newscast

**Event Tool Box (ETBox)** is a plug and play TV and sports presentation show production system developed by World Archery. The Event Tool Box enables organisers to operate a similar but basic TV and sports presentation show production themselves but at a reduced costs. Ideal for local organising committees' that do not have the budget or high demand for a full professional TV and sports presentation production but still wish to generate images for live streaming or record images of their event.

**Feed:** Footage being transmitted via a signal to a device

**Footages:** Is the raw, unedited material as it had been originally filmed by a movie camera or recorded by a video camera which usually must be edited to create a motion picture, video clip, television show or similar completed work.

**(HD) High Definition:** A term used to describe a resolution that determines the quality of an image by how many pixels it has within it. HD is a higher quality than SD.

**HDMI High Definition Media Interface:** A term used to describe an audio and video interface for transmitting digitally.

## Definitions

**HDMI Splitter:** A device that takes an image and distributes that image at the same time to other high definition output devices.

**Live Streaming:** Refers to footage/images/content being filmed live by a device (video cameras) on site and immediately convert and distributed over the Internet and deliver to the end user (the viewer).

**LUX:** A measurement used to define the quantity and level of illumination (light) per square metered area.

**OB Van:** Outside broadcasting vehicle that acts as a remote broadcast television studio that is built inside a large truck to be mobile and go to produce live radio and television production at other locations.

**Satellite News Gathering (SNG)** is the use of mobile communications equipment for the purpose of worldwide news casting. Mobile units are usually vans equipped with advanced, two-way audio and video transmitters and receivers, using dish antennas that can be aimed at geostationary satellites.

**(SD) Standard Definition:** A term used to describe a resolution that determines the quality of an image by how many pixels it has within it to make the image. HD has an image of higher quality compared to SD.

**Slow Motion:** A term used for filming footage and replaying it slower than normal speed. The camera takes many frames/images faster than a normal camera (24 frames per second) to ensure capturing all movement and show in a reply at a slower speed to be seen by the naked eye.

**Super Slow Motion:** A term used for filming at high speed with specialist equipment to film and replaying it slower, much slower than slow motion. The camera takes many more frames/images per section than the slow motion camera to capture the images not visible to the naked eye.

**TV Graphics:** Computer generated illustrations that are imposed onto live generated images to make it easier for the view to understand and gain information on what they are watching

**TV Production Company:** A company that has the expertise and equipment in which to create and record images for TV distribution.

**TV Station:** A company or organisation that distributes the images/signal.

## Definitions

**Unilateral Feed:** A feed and/or service provided and/or coordinated by the Host Broadcasting Services or a feed produced by an individual Media Rights Licensee for the individual use of the Media Rights Licensee.

**World Feed:** The multilateral satellite transmission of the International Signal.

# Organisers' Event Manual



## Athlete and Event Services



## 4. ATHLETE and EVENT SERVICES

### 4.1 ACCOMMODATION

#### Aim

To cover all types of hotel and accommodation requirements for accredited persons such as, athletes, athlete officials, officials, LOC staff, volunteers and World Archery personnel.

#### Purpose

As accommodation standards set the first and last impressions people have regarding an event, host city or country ensure that suitable accommodation is offered to all stakeholders according to their needs and budget requirements for a comfortable stay during the event.

#### Responsible Person

There should be one person from the local organising committee that builds excellent relationships with local hotels, manages the negotiations, contracts, reservations and accommodation operations for the event.

Some local organising committees may wish to recruit an external company that already has an established network with the local hotels to manage the negotiations, contracts and accommodation services for the event. Whether the accommodation manager is from the local organising committee or an external company they should work in collaboration with the Finance Manager and Event Manager/Director to respect budgets.

The accommodation manager would also normally coordinate the meal provision with the events catering manager for the event hotels 6 months prior to the event. This would be re-evaluated once the competition schedule, entries and any specific dietary requirements or allergies are received from participants.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually an Accommodation Manager who will work with the Sports Manager to understand and coordinate accommodation needs for sport personnel.

#### People Required

- One person that manages and oversees hotel relationship building, negotiating room rates/services, establishing contracts, reservations and overall operations for event accommodation. This person should ideally, have previous experience in managing hotel contracts, reservations and also have good connections with the local hotels and Tourism Office. If using an external organisation/person, the management fee for this external service will also need careful analysis.
- One volunteer, who also speaks English, to be based at an information desk in the hotel lobby to handle or escalate to the accommodation manager any problems that may arise between the hotel and event personnel.
- Ideally, it would be preferable to have someone from the local organising committee to observe the operations of the catering area during meal times at hotels to ensure smooth operation. Should there be any difficulties the observer will be able to provide immediate feedback for immediate action to resolve any issues.

#### Equipment

- 1 table, 2 chairs, a display notice board and some decoration/look to construct a welcoming information desk in each hotel lobby. This will allow event participants to see results, bulletins, departure information, ask questions, gain information on the hotel and local area activities/attractions.

- Mobile phone for each information desk at the hotels so that the accommodation and catering managers can keep in contact with persons operating the information desks.
- Laptop with internet connection and printer for the information desk to receive and print the latest results and information bulletins to display or make any research to assist event participants staying at the hotel.
- Clear labels in English to inform what the meals are and what ingredients they contain for stakeholders to make their informed choice at hotel buffets.
- Clear instructions in what to do and who to call should medical assistance be required at the hotel.

### Accommodation area specifications/recommendations

- Large drop off zone outside the hotel entrance sufficient for a large 56 seat coach/bus when dropping off or collecting event personnel for airport transfers
- Event welcoming/information desk to be visibly located in each of the hotel lobbies for event personnel to collect information and ask questions
- Hotel and rooms to be air conditioned or heated according to the environment of the event
- Enough tables and chairs spaced out according to the amount of event personnel staying at the hotel
- As most archery event personnel tend to eat all together to match the competition schedule it is advisable to separate food distribution, there should be standalone islands (serving stations) for drinks, salad bar and fruit or desserts to increase access and avoid queuing. There should also be a station for disposal of rubbish, dirty plates and cutlery or hotel staff will need to be warned to clear tables more frequently.
- Designated and secure area for event participants to put their bags/bows while they eat at the hotel restaurant to avoid having them lying around the restaurant area/entrance or on the tables and chairs while people dine
- Ensure there are wide doors and ramps for disabled access
- Storage for event personnel to leave their suitcases and any bow cases securely for those arriving before hotel check in times or who have checked out and have some time before their departure airport transfer
- World Archery editing room requirements at the hotel are as follows:

Editing room	Hotel As close as possible to our rooms.	12m <sup>2</sup>	Archery Fan Reporter, highlights and commentary editing room. Available through competition times until all highlights are complete plus one day after the event. Must be accessible at all times of day, have a reliable, high-speed wired internet connection and be secure. Ideal editing rooms are usually hotel suites or conference rooms.					
			5	Chairs		LOC	Tuesday evening till Monday evening	24/7 From 17:00 Tuesday evening until 22:00 Monday evening
			3	Tables	Tables to fit two seats minimum			
			2	Keys	To access room			
			3	4-way power plugs	With uninterrupted/ reliable power for hours of operation.			
			1+	Internet	Reliable, wired internet connection minimum 10mb download/5mb upload at connection point. Three wired access points.			

## Timeline

- Before bidding for the event, visit and evaluate what hotels and accommodation establishments would be ideal. Give hotels a brief of the event such as:
  - Event type
  - Dates
  - Number of nights
  - Number of pax (singles, doubles, triples)
  - Room types, single, double, triples or (junior) suite
  - Event programme
  - Additional hotel services required
  - Rates: (best offer, with or without commission, VAT)
  - Deadline for hotels to respond with their tender
- Discuss with local government event departments and local tourist boards if they would be able to suggest hotels and offer assistance in negotiation.
- Investigate any sponsorship opportunities for the event with hotel chains
- 12 months prior establish the dates that are required, estimation of rooms, room types, hotel services, room rates and contracts with the hotels for the event.
- 12 months prior inspect the hotel, see in section list at the end of this section.
- Once the event has been awarded by World Archery, secure the rooms, services and meal provision needed for clients and firm up agreements/contracts.
- Establish the menus for the event and share with World Archery for review no less than 4 months prior to the event
- 6-9 months prior to official practice the events Invitation Package informing and inviting member associations to the event should be published with the accommodation options and prices.
- 90 days prior to official practice, preliminary entries will be received from participating teams where provisional entries and accommodation demands will be submitted with a deposit of 70% of the payment which will be transferred via an international bank transfer.
- 20 days prior to official practice, final entries and accommodation requirements will be confirmed and the remaining 30% payment will be transferred via an international bank transfer.
- During the event ensure smooth operation such as check in, meal services, event information desks and resolve any issues as they arise.
- After the event, evaluate the experience, bills and renegotiate to establish agreements for any future events as needed.

## Check List

- ☐ Establish what event accommodation is needed and the clientele to accommodate, for example, World Championships with biannual congress, youth or a disabled event.
- ☐ Has an individual been appointed to liaise with each hotel or accommodation facility throughout the event and resolve any issues as they arise?
- ☐ Has a budget been allocated for accommodation?
- ☐ Are there any sponsorship opportunities from hotels for the event?
- ☐ What hotels in the area have been used for events previously, do they have a good reputation?
- ☐ Have the local government event department or tourist board been contacted for advice or guidance on event accommodation and hotel negotiation etc?

- ☐ If using an external company to book and negotiate event accommodation, what are their rates, responsibilities and what is their experience/reputation?
- ☐ How many rooms are needed, what types of rooms and for how many nights? Might be worth looking at previous events to get an estimate.
- ☐ Are there three (3) different types of official event accommodation options from cheap bed and breakfast to major hotels to match the different budgets event participants have?
- ☐ Who will be the hotel account manager catering for the event? Will they be the only person for communication purposes for this event?
- ☐ Will the hotel offer rooms free of charge or at a very cheap rate for the World Archery TD inspection visit of the hotels, venue and review of event planning?
- ☐ At the time of the event, what else is happening at the hotel and the surrounding area, is it likely to impact on the event such as, renovation, refurbishment, wedding parties or other events. If using a holiday resort, find out what entertainment is planned, at the time of the event, and arrange that the entertainment is not close to the rooms of the athletes.
- ☐ Are there any services or facilities that might not be available by the time your event is taking place?
- ☐ What are the room rates for all room types and services and what are the cancellation fees and deadline dates? Have these been sent to World Archery? See the notes section for contract and cancellation examples.
- ☐ What is negotiable; additional rooms, laundry services, meeting spaces, food/beverages or free room upgrades?
- ☐ Establish what must be reserved as soon as the contract is signed and what can be finalised closer to operation?
- ☐ What payment procedures and payment dates are agreed between the local organising committee and each hotel?
- ☐ What are the procedures to finalise provisional bookings with each hotel?
- ☐ Has it been made clear to all hotels and all event personnel how the extras will be paid for, such as, minibar consumption, TV, telephone calls and charges to the room? Are extras to be paid for by the occupants individually upon check-out or a team manager may wish to divide and pay for some charges centrally. Local organisers need to protect themselves against such unexpected charges. Advanced written notification may prove useful in certain situations.
- ☐ Is the hotel room rate cheaper when booking through the event organiser to prevent clients booking directly with the hotel?
- ☐ Has it been made clear to the hotel they are not to accept direct bookings from event personnel/participants but to book using the proper process through the local organiser?
- ☐ How many rooms are stipulated in the organiser's agreement/contract with World Archery that are to be paid for by the Local Organiser?
- ☐ Have World Archery sent what quantity/type of rooms, how many nights and the arrival information for their delegation?
- ☐ Have the correct types of rooms been booked for World Archery delegation, for example, a junior suite for the President, single rooms with full board for officials and other staff/guests?
- ☐ How many disabled rooms do the hotels have and how many are completely accessible, for example, with roll in showers?
- ☐ Have measurements of the hotel corridors, elevators, doors and passageways in the room been collected for those wheelchair users to establish if their wheelchair will fit in these spaces. Have these measurements been published in the invitation package for those athletes wishing to participate in the World Para Archery championships?
- ☐ Has the hotel been informed if they are the headquarters, who are your VIPs and who is staying at their hotel i.e. IOC Executive Board Member, World Archery President, or Olympic Champion etc?



- ☐ If there are minor aged athletes attending the event/hotel, has the mini bar in their room been emptied/locked to prevent under aged drinking?
- ☐ What is the hotel vehicle access and drop capability for airport transfers and transportation runs between the venue and hotel? Is it sufficient for large coaches/buses to drop off and collect athletes and event personnel with equipment?
- ☐ Is it possible to arrange shipments/deliveries to arrive at the hotel, prior or during the event? If so, what is the procedure, storage capacity, who is responsible and how early can deliveries arrive before the event?
- ☐ Is there secure hotel parking, how does it work and what is the cost especially for those clients arriving by car or bus? Is there a reduction for the amount of days?
- ☐ What are the check in and check-out times of the hotel and are these flexible and at what cost?
- ☐ What languages do hotel staff speak?
- ☐ Have all those attending the event booked accommodation through the organisers and submitted their arrival information such as flight details? Compare the entries in WAREOS to the accommodation lists.
- ☐ What penalty fees need to be paid by participants that have not booked official accommodation or booked through the local organising committee and when will payment be received?
- ☐ Have all payments been received for accommodation reservations and any outstanding, how and when will these payments be collected to prevent charge to the local organising committee?
- ☐ Looking at the flight information received, are any teams or delegates arriving or departing after or before hotel check-in/check-out times and how will this be solved to avoid long waiting times in the hotel lobby?
- ☐ How will the check-in process operate, at the hotel check-in desks or will hotels issue the room keys to the event help desk to issue?
- ☐ If check-in is to be done at the hotel check-in desks, are there enough desks to cater for large groups of people arriving at once and will it disturb or delay the other hotels guests?
- ☐ If some teams or groups wish to be accommodated on the same floor or to have rooms next door to each other, is this possible and how can this be arranged?
- ☐ If team managers, World Archery Event Director and Chairperson of Judges wish to have a rooming list for their group, how can this be arranged?
- ☐ Does the hotel manager have a direct contact with a member of the local organising committee should a problem arise (mobile/radio)?
- ☐ Should someone wish to complain or have feedback regarding the hotel and hotel services, who should they speak to and how?
- ☐ Is there a dress code in the hotel restaurant, if so, are event participants aware and has this been included in the invitation package?
- ☐ What options do official event hotels offer in the rate quoted, full board (breakfast, lunch and dinner) or half board options (breakfast and dinner) or just bed and breakfast?
- ☐ What meal options are served, hot and cold buffet or seated and served?
- ☐ Do event participants dine with or in a separate area to regular hotel guests?
- ☐ Depending on the distance between the venue and hotels, establish, if lunch is to be served at the hotels or at the venue.
- ☐ Which client groups will need to have lunch at the venue and which are able to have lunch at the hotel?
- ☐ What is the maximum number of people requiring food, per day, and what type of meals are to be served i.e. pack lunches, buffet, hot or cold food?

- ☐ Have the catering operations, such as location for meals, dates and times been published via the Team Managers Booklet and information desks?
- ☐ Are the catering areas accessible for wheelchair users and the disabled?
- ☐ How do the client groups gain access to the catering facilities/services, is there a control system in place, such as, using their accreditation, presenting a voucher given by the Local Organising Committee or will the diners name be on a predetermined list?
- ☐ What is the procedure for someone to get a meal if they lose or forget their accreditation, meal voucher?
- ☐ What are the catering arrangements for VIP and honoured guests? Financial costs between the LOC and World Archery are to be clarified before the event.
- ☐ Do meal times fit around the start and finish times of the competition schedule and is there sufficient time for people to travel, have lunch and return to the competition venue in time?
- ☐ Are the meal serving times of the hotels flexible to adjust to the competition schedule in cases of finishing early or late? If so, how does this process work?
- ☐ What alternatives are there at hotels if event staff, officials and volunteers miss meals due to things running late etc.?
- ☐ Has the Local Organising Committee informed the hotel and/or catering firm the type of meals that are usually served at a World Archery event?
- ☐ Is the hotel restaurant aware of when they should prepare meals, from and until, according to the competition schedule?
- ☐ Where is the hotel catering facility situated and is it clearly sign posted?
- ☐ Are hotel catering personnel, clearly identifiable?
- ☐ Does the hotel catering area have access to toilets, hand washing facilities nearby?
- ☐ Are the hotel catering and/or catering company aware of any dietary requirements/limitations such as:—vegetarian; vegan; religious; or gluten free diets or allergies to nuts; cheese; cream; to cook with little to no alcohol and not to serve drinks to athletes with alcohol or caffeine heavy drinks?
- ☐ Does the hotel restaurant catering facility have at least two (2) serving stations to serve the number of athletes, coaches, officials, volunteers, LOC and World Archery staff at once and are there enough plates, cutlery, chairs and tables to serve that quantity of people comfortably? As a guide, the following percentages represent a breakdown of the total quantity of personnel that attends a World Archery event 70% Coaches and Athletes; 15% LOC Staff and Volunteers; 10% World Archery Staff and 5% Judges (national and international).
- ☐ Is there a priority lane/process and reserved seating for those that have little time to obtain and consume lunch such as, judges, TV crew, athlete marshals and sports presentation staff who are required to be in operation at least 30mins prior to the start of competition?
- ☐ Has there been enough food estimated for the amount of people at meal times and is there an extra percentage included for those unexpected diners?
- ☐ Are there labels (in English) clearly describing what all the food/meal options are and their ingredients such as, contains nuts, pork or cheese etc.?
- ☐ Have the menus been reviewed by World Archery?
- ☐ Has the local organising committee observed a function or sampled the food at the hotel (s)?
- ☐ Have all functional areas, external providers and volunteers been included in the hotel catering provision?
- ☐ If someone, or a team who was not originally included in the hotel catering provision, suddenly requires a meal (breakfast, lunch or dinner) what is the procedure they should take and time needed to receive a meal and/or meal plan?

- ☐ Should participating teams wish to prepare their own food at the hotel due to diet or special circumstances, is this possible and what is the procedure they should take?
- ☐ Have all event personnel staying at official accommodation been informed of evacuation procedures in the event of fire or bomb alerts? Does each room contain information regarding hotel fire evacuation procedures and identifying their collection/meeting points?
- ☐ Has the hotel been forewarned that athletes can arrive at the hotel lobby from the archery venue in muddy boots and wet clothes should there be bad weather? Are the hotel ready to clean up the hotel lobby and put down a temporary floor cover to address this?
- ☐ Should event personnel wish to upgrade their room from single to a twin/double what is the procedure to do this and how is the additional cost collected?
- ☐ Should event personnel wish to arrive earlier or stay on after the event at the hotel, what is the procedure to do this and how is the additional cost collected?
- ☐ Will there be free bottled water issued in the rooms daily?
- ☐ Is it possible for any laundry requirements to be accommodated i.e. if weather is wet/muddy can they wash or dry clothing or is this not applicable or is this suitably covered earlier in the check list?
- ☐ Where will team registration take place, hotel or archery venue to cross check entries with who has arrived, check team participants, date of birth, correct spelling of names and collect any additional payments or penalty fees for accreditation to be issued?
- ☐ Has departure information for all event personnel been listed and displayed in the hotel lobby, a minimum 5 days before the last day of the event?
- ☐ Has an evaluation and review meeting been arranged with the hotels to review the feedback and comments received from the event? Do not forget to thank the hotel personally and if necessary and the service was satisfactory, write a letter of thanks and recommendation as this can influence future cooperation for your next event.

## Notes

Put yourself in the position of each client that is attending your event. Will their accommodation needs be satisfied?

Know the value of business you have to offer the hotel to understand the impact of business on offer to the hotel to know what level of negotiation potential there is. Try to use hotels in the off season to get better rates. Are you someone that could potentially come back to the hotel with more business after a good experience? What exposure, publicity can your event offer the hotel i.e. local national team choose their hotel for their World Championships and Olympic/ Paralympic qualification campaign?

It is wise to only use a few hotels situated close by to each other and the venue to reduce the time, demand and cost for event transportation.

For large events held in very large populated cities, it is best to have hotel and venue situated next to each other to avoid lengthy transportation journeys and traffic problems such as congestion.

Be aware and sensitive, some participating teams with very limited budgets may search for cheaper accommodation solutions such as, self-catering options, hostels, student accommodation, holiday apartments that accommodate 4-6 people to a room to be able to participate in the event.

Some teams may not be able to perform an international bank transfer due to international sanctions, foreign currency difficulties, in a state of war or political and financial breakdown and therefore, may request to pay in cash upon arrival at the event. In these circumstances, please consult with World Archery before agreeing with the team or member association.

To handle large group check in and avoid long queues at hotel lobbies, it might be worth having hotels issuing rooms to an entry list of names rather than requiring individual registration. Try to obtain scanned copies of passports to quicken the hotel check in process. Crosschecking of names can be done via phone or radio when leaving the airport with a group to be able to hand out room keys as people walk off the coach. This method will require close cooperation with the transport functional area.

Local organisers should have close and early liaison with the check-out and billing department at each hotel to ensure bills are promptly and accurately presented for immediate payment by hotel guests for all extras. Best to ensure all bills are paid or agreed before participants check-out and depart to avoid a lot of effort and surprise costs after the event.

### **Duration**

- ☐ Two (2) day event every two years (held on odd years)
- ☐ Always the first two days before the World Outdoor Championships

### **Attended by the following participants, including but not limited to**

- ☐ 1 World Archery President
- ☐ 1 World Archery Secretary General
- ☐ 13 World Archery Executive Board Members
- ☐ 300 Member Association Presidents and General Secretaries
- ☐ 15 World Archery Staff
- ☐ 40 World Archery Committee Members
- ☐ 2-4 Observers from the organising committee of the next World Championships and Congress
- ☐ 10 Invited guests to present

### **Accommodation**

- ☐ 3 nights for World Archery President, General Secretary and Executive Board Members
- ☐ Junior suite for the World Archery President
- ☐ 2-3 nights' accommodation for Member Associations depending on their travel distance to congress
- ☐ 3-5 nights for specific World Archery Staff
- ☐ Mixture of single and double rooms for congress participants

### **Transport**

- ☐ Airport meet and greet for all congress participants
- ☐ Arrival and departure airport transfers
- ☐ Local transport should the Congress Hall not be based in the same hotel
- ☐ World Archery President and General Secretary to be provided a car each with driver

## 4.1.1 Notes for Congress

### Congress Hall

- ☐ Recommended size 800sqm
- ☐ 200 Rectangle tables, in rows, with 2 chairs each, matching table cloths, country name plate and flags
- ☐ Decoration of the hall in cooperation with World Archery
- ☐ Raised platform/stage at the front of the hall to sit the World Archery Executive Board
- ☐ 4-6 speakers located around the room if there is not a built in system in the hall
- ☐ 1 to 2 large display screens to project videos and presentations
- ☐ Overhead colour projectors for each screen
- ☐ Audio mixing board to control the music, microphones and connect a laptop to display and control congress presentations
- ☐ 12 microphones
  - ☐ 1 clip on or desk microphone for the World Archery President
  - ☐ 1 clip on or desk microphone for the World Archery General Secretary
  - ☐ 6 desk microphones to share amongst the 13 remaining Executive Board Members
  - ☐ 4 roaming, wireless microphones, with volunteers, to walk around the congress hall for Member Associations to raise comments/ask questions
- ☐ 1 World Archery flag to be hung correctly inside the congress hall, preferably behind the Executive Board
- ☐ Large corridor/foyer outside the congress hall to house registration, tea and coffee breaks and general mingling amongst congress participants
  - ☐ Foyer should have 6 long rectangle tables, with table cloths outside the main entrance of the congress hall to conduct registration and distribution accreditation and information packs
- ☐ Storage Room, a minimum 6m × 4m, lockable for the use of World Archery for 3-4 days. 4 chairs and tables and 1 colour photocopier
- ☐ Three (3) additional business meeting rooms, to house 15 people situated close to the congress hall for workshops, equipment with a business meeting room layout with the chairs and tables, projectors and screen for presentations
- ☐ One (1) business style meeting room, to house 15 people, equipped with projectors and screens for the executive board meeting, that takes place 1 day before the congress

### Meals

- ☐ Include buffet lunch and tea/coffee breaks
- ☐ Possible cocktail reception to be hosted by World Archery

## Notes Hotel Contract Sample

<b>Name of Conference/Event:</b>	2024 World Championships–Archery		
<b>Agency or Organisation:</b>	Archery Association		
<b>Address:</b>			
<b>Contact Person:</b>			
<b>Telephone Number:</b>	Email: archery@archery.org		
<b>Total Number of Persons</b>	441		
<b>Arrival Date:</b>	DD/MM/YYYY	<b>Departure Date:</b>	DD/MM/YYYY

ROOM TYPE	TOTAL NUMBER OF ROOMS	NET RATES PER PERSON
Single Rooms	65	EUR 190
Double Rooms	152	EUR 165
Junior Suites	2	EUR 380
Suites	1	EUR 550
Rates are NETT per person, per day and include service and tax		
<b>OTHER ARRANGMENTS</b>		
Luggage:		EUR 6:00
Commission:		NETT
No Shows:		A penalty equivalent to two (2) nights for each room

## General Terms and Conditions

### Pre-reservation and Extensions

The room rate remains the same three (3) nights before and after the groups stay

### Rooming List

Needs to reach the hotel thirty (30) days prior to the arrival of the group

### Rules for Deposits and Cancellations

Rules for the deposits and based on the rates applied to the rooms

The estimate value of the room arrangement for the event/conference mentioned above is: EUR \_\_\_\_\_

15% of the total estimated invoice	EUR _____	Upon signature of the contract date	Date: DD/MM/YYYY
25% of the total estimated invoice	EUR _____	Six (6) months before the group's arrival date	Date: DD/MM/YYYY
30% of the total estimated invoice	EUR _____	Three (3) months before the group's arrival date	Date: DD/MM/YYYY
30% of the total estimated invoice	EUR _____	One (1) month before the group's arrival date	Date: DD/MM/YYYY
In case of non-payment – as of the 31 <sup>st</sup> day after receiving the final invoice (the stamp date) 7.5% interest will be added for late payment.			

### Cancellation-based on the number of rooms reserved

Up until six (6) months before arrival of the group, 15% of rooms reserved may be cancelled without penalty.

- Up until three (3) months before arrival of the group, 15% of rooms reserved six (6) months before arrival of the group may be cancelled without penalty.
- Up until one (1) month before arrival of the group, 5% of rooms reserved three (3) months before arrival of the group may be cancelled without penalty.
- All rooms cancelled in excess of above mentioned numbers will be charged at 75% of the agreed rate stipulated in the beginning of this contract.
- Up until three (3) days before arrival of the group, a certain number of rooms may be cancelled due to emergencies, without exceeding three (3) nights per room nights. The cancellations received after this date will be charged at normal rate.

### Relocation policies

If for any reason, the hotel cannot supply all rooms, the hotel is responsible for arranging accommodation of similar quality and standard. The hotel will pay any extra charges due to transportation as well as any difference in price compared to the rates stipulated in this contract.

### Inspection trip

The accommodation (room only) will be given offered, free of charge, for an inspection trip of:

- ☐ **1540** nights, in relation to the purpose of this contract, i.e.
- ☐ **220** Rooms

Any additional nights will be billed at the rate stipulated at the beginning of this contract.

### Complimentary rooms

This applies to the room rate only.

One (1) person per fifty (50) paying persons, maximum six (6) persons in three (3) double rooms, during the dates mentioned above.

The other dates will be billed according to contract rates.



## GENERAL TERMS AND CONDITIONS FOR FOOD AND BOARD

### Number of Participants

The number of participants has to be confirmed 48 hours in advance of the event and will serve as a basis for invoicing.

### Menu Choice

The menu choice has to be given 10 days prior to the event. Should this not happen, an extra charge of 10% of the event invoice will be charged.

### Service Personnel

The cost of service personnel is included in the Food and Board, however, in the case of an event being delayed for more than 30 minutes, the service will be charged extra at the rate of EUR40 per hour employee.

### Flower arrangements

Only the professional florist, hired by the hotel, is entitled to prepare flower arrangements for the Food and Board events organised in the hotel.

### Meals for external event staff

The meals taken in the hotels restaurants will be added to the final invoice

### Set rates

Our rates are subject to change without further notice, the terms and conditions stipulated in our proposals are valid until three (3) months after the postal date.

### Deposits

Upon confirmation of the event the hotel requires a deposit equal to 50% of the total estimated food and board invoice.

Cancellation charges for all food and board for the event

Between 60 to the 31 <sup>st</sup> day before the event	EUR	Upon signature of the contract date	Date DD/MM/YYYY
Between 30 and 16 <sup>th</sup> day before the event	EUR	Six (6) months before the group's arrival date	Date DD/MM/YYYY
Between 15 and 2 days before the event	EUR	Three (3) months before the group's arrival date	Date DD/MM/YYYY
48 hours before the event	EUR	One (1) month before the group's arrival date	Date DD/MM/YYYY
All food and board functions will be invoiced according to the total amount of guests, if we have not been informed 48 hours in advance.			

## VARIOUS TERMS AND CONDITIONS

### Liability

The hotel declines any responsibility in case of loss that the organisers, their co-workers or their guests could incur. Any damages caused will be invoiced.

### Security

Depending on the nature of the event, the hotel could demand the presence of a security service at the expense of guests.

### Damage

Damages caused by the organiser in the hotel, their co-workers or guests are at their own responsibility and the organiser will be invoiced according to the estimated value.

### Changes/adjustments to the present contract

This contract can only be modified through a written agreement signed by both parties. No oral modification can be accepted.

Please return this contract, signed by the Event Organiser, followed by the first deposit of EUR \_\_\_\_\_

ALL PAYMENTS ARE TO BE SENT TO:

Account Name:

Bank:

Bank Address:

Account Number:

Sort Code:

Date: DD/MM/YYYY

Signature: \_\_\_\_\_

Hotel Events Client Manager

Name Printed:

Signature \_\_\_\_\_

Organiser

Name Printed:

### Summary:

A key success to event accommodation organisation is having a clear understanding of the contract between the organiser and the hotel being used for the event.

- Using the above details, calculate the amount of deposits.
- Include the amounts and dates of your event in the contract.
- Make changes to the room quantities by cancelling or increasing after the theoretical signature dates after or before each of the dates listed in the contract and evaluate what financial impacts that makes to the budget.
- Does it favour the hotel or the organiser in each scenario?

## Notes Hotel catering for the event

### Consideration before creating a meal plan

- Should be more than one serving option of food i.e. just pizza
- If there is the demand, different cuisines can be catered for, such as, Western, Chinese and Japanese etc.
- Special dietary requirements and allergies must be considered such as vegetarian, gluten, religious (halal, no pork, kosher), no nuts or cheese etc.

### Athletes, athlete officials, officials, World Archery and Local Organising Committee staff

Please see below a detailed recommended food service plan:

- A variety of simple food choices are desired on a daily basis
- Low fat cooking methods are advised (baked, boiled or roasted with limited butter and oils)
- Sauces should be served as an option separately
- Additional seasonings such as extra salt, pepper, garlic, chilli, cheese should be on the side separately

### Breakfast

- A choice of cereals and milks
- Bread, croissant, pastries
- Jams and spreads
- Hams, cheeses
- Fruits
- Yogurts
- Hot buffet offering sausages, bacon, beans, eggs.
- Option to have omelettes or eggs
- Drinks: Fruit juices (content should be listed if mixed fruit to be careful with certain allergies), tea, coffee, bottle water

### Lunch and dinner menus

Should include a balance of:

- a) Carbohydrates: breads, bagels, rice, potato, cous cous,
- b) Proteins: chicken, turkey, fish, tofu, eggs, beans, quinoa
- c) Vegetables: carrots, celery, onion, broccoli, spinach, tomato, peppers and olives
  - At least three meal options: two (2) meat choices, at least one being chicken, turkey or fish and other can be beef, pork or lamb.
  - The third meal option should be reserved for nonmeat/fish eaters (vegetarians).
  - Sauces should be served separately
  - Soups

### Salad Buffet

- Offering a choice of ingredients displayed separately for people to make their own meal options such as: Spinach, Lettuce, Onion, Tomatoes, Carrot, Celery, Olives
- Served separately: cheese, hams, other cold meats, chicken, tuna, salmon

### Allergy foods

- Nuts should always be served separately!
- Any dish that contains nuts should be clearly labelled with a warning to avoid accidental consumption by those with nut allergies

- Sauces should also be clearly labelled and if they contain alcohol, nuts and or cream
- Foods, which do not contain allergens e.g. nuts as a listed ingredient but could have been contaminated by them during its process, should be clearly identifiable

It is also acceptable to offer local and traditional dishes that represent the region and host nation.

As World Archery competitions usually operate between 5-7 days, ensure to prepare a number of menus for variety to prevent boredom.

## Check list for hotel inspections

### Bedrooms

- ☐ Sufficient number of single, double, twin, triple and suites required
- ☐ Condition of the rooms are safe, clean and in working order
- ☐ Extra appliances such as, hairdryers, tea/coffee making facilities, mini bar, TV, internet (WiFi or cabled) and iron
- ☐ Fire evacuation plans well publicised
- ☐ Air Conditioning / heating
- ☐ Noise Insulation
- ☐ Balcony/exterior doors and/or internal room adjoining are secure
- ☐ Information on TV channels and hotel services available and in English
- ☐ Measure the widths of corridors, door and passageways in the room for wheelchair users to know if they can fit their chair in that space
- ☐ How many disabled rooms, how many have a roll in shower and are the appliances at a reachable height for wheelchair users

### Hotel Capacity

- ☐ Number of rooms
- ☐ Number of evacuation routes
- ☐ Number of elevators
- ☐ Size of check-in area
- ☐ Number of men/women and disabled toilets
- ☐ Number of parking spaces for cars, people carriers and buses
- ☐ Drop off and pick up zone for people getting on and off a coaches
- ☐ Size of the lobby for information desk and gatherings
- ☐ Number of sitting/break out areas
- ☐ Bar/café facilities
- ☐ Storage for guest bags
- ☐ Ability to purchase accessories such as, souvenir shops, pharmacy and other general/practical items i.e. toothpaste, shaving gel, shampoos
- ☐ Capacity for other functions, cocktail receptions, meetings
- ☐ Prayer/religious spaces

### Catering

- ☐ 24 hour room service
- ☐ Bed and Breakfast, half or full board options
- ☐ Times and days of operation
- ☐ Variety of food outlets
- ☐ Variety of food nicely presented and caterers for all dietary needs

### Medical Services

- ☐ Number of trained staff
- ☐ Procedure for medical assistance
- ☐ First aid and/or defibrillators
- ☐ Ambulance service

## Check list for hotel inspections

### Equipment

- ☐ Projectors
- ☐ Internet
- ☐ Power sockets
- ☐ Stage building resources
- ☐ Chairs and tables
- ☐ Fire extinguishers
- ☐ Sufficient and helpful signage round the hotel

### Hotel Location

- ☐ Safe area
- ☐ Distance from the airport
- ☐ Distance from the archery venues
- ☐ Nearest hospital
- ☐ Activities are nearby, shopping mall, restaurants, cinema and cafes

### Staff

- ☐ Knowledgeable
- ☐ Languages spoken
- ☐ Sufficient number, appear friendly and helpful
- ☐ Length of service by the manager

### Financial

- ☐ Guarantee policy
- ☐ Complimentary room ratio
- ☐ Payment plans, deposits

- ☐ Discounts available
- ☐ Penalty/cancellation fees and deadlines

#### **Services**

- ☐ Offer VIP and group express check-in
- ☐ Airport transfer services
- ☐ Upgrade available
- ☐ Ability to distribute event material
- ☐ Ability to have items or information put into specific room of guest
- ☐ Complimentary services such as photocopying and printing
- ☐ Parking for event staff/VIPs
- ☐ Concierge

### **Check list for hotel inspections**

#### **Regulations**

- ☐ Forbidden items
- ☐ Dress codes
- ☐ Noise
- ☐ Closing Hours of bars and/or entertainment and their location in comparison to rooms
- ☐ Alcohol
- ☐ Own catering
- ☐ Smoking and electronic smoking

#### **Security and safety**

- ☐ On venue security team, hours of operation
- ☐ Room doors have peep holes and security chains
- ☐ Internal and external walkways clear and hazard free
- ☐ Elevators, stairways and communication systems in working order
- ☐ Fire sprinklers and smoke alarms present
- ☐ Fire extinguishers present
- ☐ Condition of corridors, carpets and walls
- ☐ Frequency of fire evaluation and fire alarm testing
- ☐ Evacuation procedure and meeting points prominently displayed including bedrooms?

#### **Utilities**

- ☐ Power distribution
- ☐ Power capacity
- ☐ Water sources, drinking water
- ☐ Responsible person for operation of electrical devices
- ☐ Possibility of additional staging and platform building

- ☐ Separate billing for utilities
- ☐ Procedures for advanced deliveries and collections to/from the hotel
- ☐ Size of deliveries that can be delivered
- ☐ Rooms en-suite or where are bathing and toilet facilities and how many

## Key terms

**Single Room:** A room for a single occupant.

**Double Room:** A room assigned for 2 persons (a couple), usually one large bed.

**Twin:** A room with two beds assigned for one or two people.

**Queen:** A room with a queen size bed (152cm × 203cm) to be occupied by one or two persons.

**King:** A room with a king sized bed (193cm × 203cm) to be occupied by one or 2 persons.

**Double-double:** A room with two large double beds to be occupied by one or two persons.

**Mini suite/Junior suite:** A room with a double bed and sitting area. Sometimes the sleeping area is separate from the sitting area.

**Connecting room:** Separate rooms that connect by means of a connecting door. This permits occupants movement between each room without having to go via the main corridor outside.

**Adjoining room:** Rooms with a shared wall but no connecting door in between.

**Adjacent room:** Rooms that are close to each other, or across the corridor.

**All inclusive:** Accommodation rate and service including room, all meals, drinks (sometime not alcoholic drinks) and activities on the hotel premises.

**Authorised signature:** A signature of a person or persons that have been awarded the authority to agree charges to a single or group account

**Bid sheet:** A form used by accommodation sourcing companies to collect room commitments and prices from selected hotels for review and evaluation to appoint hotels for the event.

**Bed and breakfast:** A room rate and service offering just a bedroom with breakfast with no lunch or evening meal.

**Billing instruction:** Instructions in how charges, for an event, should be handled and how the invoices should be addressed.

**Check in time:** The earliest time, set by the hotels, that hotel guests are allowed to occupy the room.

**Check out time:** The latest time, set by the hotels that hotel guests are expected to vacate the room.

**Complimentary rooms:** Rooms that the hotel offers to event organisers at no charge in ratio to the number of rooms already booked/occupied at the hotel.

**Cut-off date:** A date given by hotels indicating the last date the hotel will hold the requested number of rooms by the event organiser at the agreed rate. Any additional rooms requested are subject to availability and are not entitled to the same agreed reduced rate.

**Deadline date:** A date given by the hotel indicating the date at which the event organiser can cancel rooms without a penalty fee. Any rooms cancelled after this date, are subject to a penalty fee.

**Deposit reservation:** A payment made to a hotel for the first night's stay made prior to arrival. The hotel is then obliged to hold the room regardless of the arrival time of the guest.

**Early departure (also known as “understay” or “early out”):** A hotel guest that checks out from the hotel earlier than scheduled. It is up to the hotel if they charge for the days not used to make up for lost business.



**Flat rate:** An agreed rate, average price, for all available rooms except suites.

**Full board:** A room rate and service offering a bedroom, breakfast, lunch and evening meals.

**Function room turnover time:** The time needed to take down and reset a function room.

**Guaranteed reservation:** A reservation that is assured so the room booked will be held until the checkout date regardless if the room is used or not.

**Ground operations:** a person or company that manages the local transportation and/or other local travel needs.

**Half board:** A room rate and service offering a bedroom, breakfast and evening meal.

**Headcount:** The actual number of people attending a function.

**Incidental charges:** Expenses other than the guest room charges and taxes that will be added to the guest's final bill.

**Major arrival/major departure:** The dates and time of the arrival and departure of a large group. This information helps the hotel to prepare enough staff for the front desk, catering areas and bell staff.

**Master account (master bill):** An account in which all agreed charges will be charged to and for that account are to be settled by the payer at an agreed date.

**No shows:** Planned guests that have not turned up at the hotel on the date of their check in and have not cancelled their room/booking prior.

**Overbooking:** Hotels sometimes take one or two bookings more than their capacity in order to anticipate no-shows.

**Official Accommodation:** Accommodation options selected and appointed by the local organiser for the event, offering a discounted rate, providing event information, airport transfers and local transportation between the hotels and venue.

**Official rate:** A standard rate (published rate) established by a hotel for a particular type of room. This can vary depending on the time of year.

**Pick up report:** A document detailing the number of rooms that have been used each day of an event. The report also includes the total number of guestrooms originally booked for each night and how many were actually used during the event.

**Per person per night (PPPN):** An amount of money charged for each person per night stayed at the hotel.

**Per room per night (PRPN):** An amount of money charged for each room regardless if one or two people stay in the room.

**Pre-registration:** Used for group bookings, the hotel assigns that attendee a room that will be available upon the guest's arrival.

**Reservation confirmation:** Written agreement given by the hotel to confirm the booking and rate.

**Resume Form:** A form with an entire overview of the programme of events for the hotel staff listing day-by-day even hour-by-hour the details and roles of functions.

**Room block:** An agreed number of rooms reserved for a group planning to stay at the hotel.

**Rooming list:** A list of all the names to occupy the block of rooms reserved at the hotel for the event.

**Self-check in, check-out terminals:** A computerised kiosk/machine, sometimes used by hotels, in the lobby for guests to perform the check-in and checkout procedure.

**Slippage:** A number of rooms not used compared to the original block order of rooms.

**Space available basis:** Additional reservations above the original quantity of rooms reserved to be blocked for the event made after the cut-off date.

**Unofficial Accommodation (also known as booking outside the block):** Accommodation option not selected and appointed by the local organiser for the event. Therefore, offering no discounted rate, event information, airport transfer or local transportation between the venue and hotel.

**Walk in trade:** A guest who has not made a prior reservation and arrives at the hotel wanting a room.

Walked customers: Guests who have made a prior reservation at the hotel but cannot check- in to their room when they arrive because the hotel has overbooked. If a hotel has accepted a booking but cannot provide a room, the hotel is in breach of contract and owes the guest compensation. Usually, the hotel rebooks the guest in another nearby hotel and pays the first night of accommodation in compensation.

## 4.2 TRANSPORTATION

### Aim

For Local Organising Committees to understand and deliver all the transport requirements for the event, type of vehicles recommended to use for each function, destination and accredited person.

This section will also look into creating and distributing effective transport schedules, parking and transporting equipment.

### Purpose

The meeting and greeting at airports and efficiency of transportation services between the airport/hotel, practice/competition venues and accommodation sets the first and last impressions people will have regarding an event, host city or country.

The local organising committee will need to have excellent planning and time management skills to produce an effective transport schedule and manage the deployment of a range of vehicles. Cater for the needs and requirements of transporting accredited people and event equipment, without hindrance, between venues before, during and after the event and the ability to respond to ad hoc requests that may arise.

### People Required

- One person from the local organising committee who recruits a collection of vehicles and drivers, creates and coordinates transport schedules to provide transport services for the event.
- Some local organising committees may wish to recruit an external company that already has a fleet of vehicles, drivers and experience to provide a sufficient transport service according to the needs of the event. Whether the transport manager is from the local organising committee or an external company they should work in collaboration with the Sport Manager, Event Manager/Director and Finance Manager to keep within budgets.
- The transport manager would also need to work with the accommodation manager to establish access routes, drop off and pick up locations at hotels and the sport/competition manager to adjust services to the competition schedule.
- Competition/sport manager will be required to review the transport schedules proposed by the Transport Manager to ensure the correct people are being transported at the correct times and destinations when needed.
- At least two volunteers/committee representatives to meet and greet event personnel at each airport and terminal as event personnel arrive at the arrivals hall.
- One volunteer, who also speaks English, to be based at an information desk in each of the hotel lobbies to handle drop off and collections, report or escalate to the transport manager any problems that may arise with transportation at the hotel collection point.
- One volunteer, who speaks English, to be based at each of the competition and practice venues to handle drop off and collections, report or escalate to the transport manager any problems that may arise.
- Qualified, insured drivers to match the vehicles to be driven with knowledge of the location of the event.
- Two qualified, insured drivers with knowledge of the area to drive the cars of the World Archery President and World Archery General Secretary during their stay at the event.
- Planning and arranging the international shipment of the World Archery technology equipment such as, the timing and scoring devices and TV equipment will be arranged by World Archery. The Local Organising Committee will be contacted to receive the delivery of the shipment, arrange the transferring from the qualification venue to the finals venue and assist in the collection for the shipments departure after the event.
- For competition/sport managers managing archery at major multi sporting event/Games, there is usually a Transport

Manager who will work with the competition/sport manager to understand and coordinate a successful and reliable transport service for the needs to arrive and depart according to the events/competition activities.

## Equipment

- Fleet of vehicles with qualified, insured drivers and a radio/mobile phone for each to give updates on journey progress or delays. Fleet to include but not limited to as it is dependent on the number of hotels and event personnel:
  - 1 car and professional driver for the World Archery President
  - 1 car and driver for the World Archery General Secretary
  - 1 mini bus (a minimum 16 seats) for World Archery Technical Staff
  - 1 mini bus (a minimum 16 seats) for the World Archery Judges/officials
  - Minimum 4 coaches/luxury buses with an estimated 53 seats to transport athlete, team managers, coaches and athlete equipment (bow, arrows and bags) between the airport, hotel and competition/practice venues.
  - 1 fork-lift truck and driver to unload and load the truck of World Archery event equipment at the beginning and after the event but also the transition between the qualification and finals venue.
- Meet and greet signs for all the committee representatives/volunteers to use at the arrivals hall and uniform to be easily identifiable by arriving event personnel. The use of a 60cm target face elevated on a pole or event logo has been successful previously. Please see below examples:



- Radios or mobile phone for each team of airport meet and greeters at each of the airport/terminal arrival halls.
- 1 table, 2 chairs, a display notice board and some decoration/look to construct a welcoming information desk in each hotel lobby and competition/practice venue. This will allow event participants to see results, bulletins, departure information, ask questions, gain information on the event and local area activities/attractions.
- Radio or mobile phone for each information desk at the hotels and competition/practice venue so that the Transport Manager can keep in contact with persons operating the information desks to check when vehicles have arrived/ departed or if an extra vehicle is required.
- Laptop with internet connection and printer for the information desk to receive and print the latest transport schedule, results and information bulletins to display or make any research to assist event participants.
- Clear instructions in what to do and who to call should medical assistance be required at the transport drop off/ collection points.

## Timeline

- Discuss with local government event departments and local tourist boards if they would be able to suggest transportation/bus companies and offer assistance in negotiation.
- Investigate any sponsorship opportunities for the event with transportation companies.

- Once the event has been awarded by World Archery, the amount of accommodation options for the event will be known to then establish distance and journey times.
- When evaluating transportation companies the following information:
  - Event description
  - Dates of operation
  - Number of hotels, competition/practice venues and airports
  - Number of people
  - Transport vehicles, cars (sponsored or not), mini buses/people carriers and 53 seat coaches/buses
  - Competition Schedule
  - Additional services required, i.e. disabled passengers
  - Rates: (best offer, with or without commission, VAT)
  - Deadline for hotels to respond with their tender
- 6-9 months prior to official practice the events Invitation Package informing and inviting member associations to the event should be published with the accommodation options and prices.
- 90 days prior to official practice, preliminary entries will be received, via WAREOS from participating teams where provisional entries and transportation capacity will be identified.
- 20 days prior to official practice, final entries and accommodation requirements will be confirmed via WAREOS and transport demands will be established.
- 2 weeks before official practice all arrival and departure details (flight information) for everyone attending the event should have been collected and transport arrangements finalised
- 3-4 days prior to official practice or sooner, depending on customs clearance, the international shipment of the World Archery event equipment will arrive to the agreed venue. Ensure there is a fork-lift truck and driver available.
- During the event ensure smooth operation with drivers, hotel event information desks and resolve any issues as they arise.
- 1 day after the event the shipping company will arrive to collect the international shipment of the World Archery event equipment from the finals venue. Ensure there is a fork-lift truck and driver available.
- After the event, evaluate the experience, bills and renegotiate to establish agreements for any future events as needed.

### 4.2.1 Transport Schedule Example for Qualification

TUESDAY 12 JUNE 2014			
Departure Time	Route	Athletes to Transport	Event Activities
07:45	Hotel to Qualification Venue	RM, RW & TM	Recurve 70m Qualification
11:45	Hotel to Qualification Venue	CM, CW & TM	Compound 50m Qualification
14:00	Qualification Venue to Hotel	RM, RW & TM	
17:00	Hotel to Qualification Venue	RM, RW & TM	Mixed Team Eliminations
19:30	Qualification Venue to Hotel	RM,RW,CM,CW & TM	
	18:00		
Version 1.1, 10/06/2014, 09:16hrs			

- All transport schedules must be reviewed by the competition/sport manager daily to ensure it matches the competition and practice sessions.
- Remember, athletes should arrive at the venue no later than 45 minutes before the start of warm-up (or the session).
- For days that require a large number of participants to be transported at the same time to start a session such as, qualification day or official practice day. Schedule the first bus to leave on time and the second or even third bus to leave the hotel 5-10 minutes later to avoid chaotic scenes of athletes and coaches trying to board the one bus that is there because they believe they will not get to the venue on time waiting for another bus.

## Transport Schedule Example for Finals

FRIDAY 15 JUNE 2014			
Hotel to Finals Field	Finals Field to Hotel	Hotel to Practice Field	Practice field to Hotel
		08:30	
		09:00	
09:15			
09:30			
10:00			
10:30			
11:00			
11:30			
	12:00		12:00
	12:30		
13:15			
13:30			
	13:30		
14:00			
14:30			
15:00			
15:30			
16:00			
	16:00		
	16:30		
	17:00		
	17:30		
	18:00		
Version 1.2, 14/06/2014, 15:47hrs			

- All transport schedules must be reviewed by the competition/sport manager daily to ensure it matches the competition and practice sessions.

## Check List

- ☐ Are the competition and practice dates for the event confirmed and agreed with World Archery?
- ☐ Has a budget been allocated for transport, vehicle hire, fuel costs, road/bridge toll fees and driver rates?
- ☐ Have the start and ends dates of the transport service been established?
- ☐ Has a local dealer representing the auto sponsor of World Archery been contacted to investigate possible event sponsorship or support?
- ☐ Has a central transport office been set up with a list of contacts and information packs to give to all drivers and information desks containing maps, outlining whom to contact for what issue, what to do in certain issues such as, breakdowns, road accidents and missing passengers?
- ☐ Have the correct type, size and quantity of vehicles been scoped to accommodation the needs of the event and event participants i.e. groups of people and large quantities of luggage?
- ☐ What are the arrangements for the secure overnight parking of all event vehicles during the hours of no service?
- ☐ What are the refuelling and payment arrangements for event vehicles and are all the drivers aware?
- ☐ If event vehicles require emergency repair, is this possible and what are the arrangements?
- ☐ Do the drivers have the correct qualifications, insurance and familiar with all the routes to be used in the area for the event? For those drivers that are not familiar with the area, will there be a rehearsal or training for drivers to be familiar with all the routes and drop off/pick up points?
- ☐ What happens if event vehicles incur parking, speeding and driving penalty fines?
- ☐ What is the policy for local organising committee staff and volunteers wishing to use their own vehicles?
- ☐ Are transport services familiar in transporting archery personnel, their equipment and people with impairment/disabilities?
- ☐ Has the size, scope and requirements been established and agreed with the local organising committee?
- ☐ Will the following minimum standards be met:
  - ☐ Airport transfers, local transportation (between official accommodation and venues) for all accredited event personnel residing at official hotels
  - ☐ Athlete, coaches, team managers and their sports equipment to arrive no later than 45 minutes before the start of competition/sessions
  - ☐ A maximum of 1 hour between successive transportation runs between official accommodation and competition venues
  - ☐ That the transport schedule reflects that of the competition and practice schedules
- ☐ If using a transport company, how is their rate calculated for the event, per journey, distance travelled, hours worked or set for the amount of days? What happens if the amount of journeys/hours increase or decrease from the original agreement?
- ☐ Is there a method to record the amount of journeys done, mileage and quantity of passengers taken?
- ☐ Do all buses/coaches and mini buses have temporary large signs displayed inside (by the passenger entrance to the vehicle) indicating where the vehicle is going to i.e. name of the venue/hotel?
- ☐ Are all event vehicles to be branded to be identified and associated with the event and is this in agreement with any sponsorship agreements?
- ☐ Are there any vehicle accreditation, vehicle passes or parking permits to be displayed in event vehicles and if so, are drivers and venue security staff familiar with all vehicles event accreditation/passes?



- ☐ Have all drivers been given a radio/mobile with all the contact numbers of the transport manager and information help desk staff at the drop off/pick up points?
- ☐ Are event drivers easily identifiable by a uniform and have they been given the necessary accreditation?
- ☐ Have all drivers, information desks staff and staff in the central transport office been given a roster of when people are on or off duty and what to do if someone is unable to cover that shift or scheduled operation?
- ☐ Do all drivers have a good knowledge of the area and routes to take during the dates of the event? For those drivers who are not familiar with this knowledge, have they rehearsed the routes, access points of the airport, hotel and venues before the event?
- ☐ Have all drivers been given an information pack with all the contact numbers, what to do in certain situations such as breakdowns, delays or missing passengers and maps indicating all the event hotels and venues?
- ☐ Depending on the size of vehicles and the event location, are there sufficient turning areas or routes for large vehicles to turn around for the next journey?
- ☐ Have all drop off and pick up collection points been sign posted to indicate clearly to event personnel where they will be collected and dropped off at event hotels and venues?
- ☐ For drop off and pick up points situated in downtown and busy city areas, have the police and local authorities been informed of the locations and days/times of operation to possibly assist?
- ☐ What is the procedure if the bus with athletes on board breaks down?
- ☐ Who and when will inform the World Archery Event Director and Chair of Judges that transport is delayed resulting in athletes/officials arriving late to competition?
- ☐ What is the procedure to raise, approve and provide an ad hoc transport request? Those passengers requesting ad hoc services should inform the transport manager/driver, in advance, the time and destination they wish to arrive for the transport manager/driver to advise the best pickup/travel time to avoid peak travel times, congestion and reduce workload.
- ☐ Has the World Archery President and Secretary General been given a dedicated car and driver each, from the time of their arrival at the airport, during the event and airport departure?
- ☐ Have meals and refreshments been calculated for drivers?
- ☐ Have meals/refreshments breaks been scheduled for drivers and where can they go on venue for their comfort break?
- ☐ Have journey times between the hotel and venues been recorded in peak and off peak times to measure what impact might happen on the competition schedule and transport schedules?
- ☐ Will lunch for all accredited personnel be served at the venue or hotel and is there enough time scheduled between sessions to accommodate this?
- ☐ To understand what is the latest time the competition schedule can operate until, what are the sunrise and sunset times during the event to establish the amount of daylight hours there are on the venue(s)?
- ☐ Do all transportation schedules have the event title, event dates/times, event logo, World Archery logo, sponsor logos, and a version number referenced on them?
- ☐ Is there an extra 1 or 2 vehicles scheduled to leave 5-10 minutes after the schedule time to cater for those sessions where large numbers of people are wishing to be transported at the same time i.e. qualification, to/from lunch?
- ☐ Has a main transport contact number been put in Team Managers Booklet and on all notice/information boards situated in the hotel lobbies and venue for event personnel to contact should there be any difficulties?

- ☐ For competition manager/sport managers organising archery at a multi sporting event/Games, is the transport manager aware the competition schedule has been approved by World Archery and when to schedule the matches of the top athletes for each session?
- ☐ Are there arrangements for the latest competition schedule to always be given to the hotel/venue help desks for their information and information boards, transport manager and drivers?
- ☐ Do the transport services match the competition and practice schedules?
- ☐ Are transport services able to be flexible in situations of competition delay or finishing earlier, if so, how does that process work?
- ☐ Have the main functional areas, such as venue, sport competition, accommodation and catering in the local organising committee had the opportunity to review the competition schedule and transport schedule to ensure there are not conflicts between services?
- ☐ Is there only one person in the organising committee responsible for amending the transport schedule and recording each change and creating a new version for distribution?
- ☐ Are the drop off points/pick up points sheltered for weather and temperature conditions? Athletes should not wait in the rain or very cold/hot conditions.

## 4.2.2 Airport Transfer

- ☐ What is the process for collecting and keeping up to date airport transfer arrival and departure information?
- ☐ How many airports and terminals will be used as arrival and departure points?
- ☐ Are any participants arriving/departing at domestic terminals?
- ☐ Have the airport management been informed of the event, event dates, number of participants and the arrival departure dates in particular, the security, immigration and customs control departments to expect participating teams with large cases containing fragile sports equipment?
- ☐ On the days of departure, it might be wise to ask the airport to open more check in desks to accommodate the many group/team check ins to avoid disruption to regular travellers.
- ☐ Have the airport and terminal information desks been given event information and has an emergency contact mobile number of the event meet and greet staff to collect any lost/missed event personnel that slipped through the arrivals hall unnoticed or arrived on a different flight not known?
- ☐ Has all the flight arrival and departure information been received from all participating teams, World Archery Delegation and Judges been received?
- ☐ Has the local organising committee acknowledged receiving the flight details of event personnel and provided an emergency contact number should flights/connection flights be missed/delayed or cannot find the meet and greet staff from the committee at the arrivals area?
- ☐ Do certain nationalities require a formal invitation letter to apply for a visa and has this been announced in the event invitation package?
- ☐ Is there an entry card that needs to be completed by foreigners to your country and would it be possible to have an example of the form to send in advance, i.e. in the event invitation package for event personnel awareness?
- ☐ Are there local organisation committee representatives/volunteers permanently based at the airports/terminals to meet and greet event arrivals? There should be at least two (2) people to cover for toilet/refreshment breaks or split up to solve an issue.
- ☐ Are meet and greet staff easily identifiable, in uniform and holding a sign to be easily identifiable, such as a 60cm target face elevated on a pole in the arrivals area?
- ☐ What is the process of moving event personnel and their luggage quickly from a congested arrivals area to the transport waiting area to be transported to their accommodation?
- ☐ Are all the event drivers familiar with entry/departure routes, waiting areas and pick up/drop off areas at airport terminals?
- ☐ Should more event personnel and/or luggage arrive than the size of transport, waiting to transfer event personnel to the hotel, what is the procedure to summon additional transport to quickly transfer the extra luggage and personnel that could not fit on the original transport?
- ☐ Is there bottled water on board the transport during the transfer between the airport and the accommodation should the journey be long or hot?
- ☐ Has the correct mode of transport been selected with the capacity to transfer event personnel and their luggage/sports equipment comfortably to their accommodation?
- ☐ Does the mode of transport have heating/air conditioning to match the environment of the event and a toilet or a toilet break scheduled should the journey be long?
- ☐ What is the procedure to assist event personnel with their lost luggage?
- ☐ To quicken accommodation check in, is it possible or necessary for event personnel to complete check in forms during the journey of the airport arrival transfer?
- ☐ Have the airport departure times for each person been given to the hotel lobby information desks 4-5 days prior to departure?

## Notes

First establish:

- Travelling times between the hotel and practice/competitions venues
- How many days the transport services are to operate i.e. from the day of arrival and departure
- How many venues and accommodation locations are there to transport between
- Is it feasible to walk between hotels and venues
- How many athletes, coaches, team managers, World Archery officials, World Archery Board, World Archery production staff, Local Organising Committee staff and volunteers.
- Type of vehicles to use, who they are to transport and how many of each vehicle
- Is lunch is to be served at the venue or at the hotel
- Length of competition and practice sessions
- When athletes will be eliminated or have finished their session and are to be transported back to their accommodation
- Reserve some vehicles for ad hoc requests such as, missed transport, transferring someone to a doctor or hospital and those athletes and coaches that have been delayed after competition due to anti-doping testing procedures.

Remember, disabled athletes require more space transport to accommodate their wheelchair, shooting wheelchair/stool and archery equipment.

Some impaired athletes will be able to “transfer” a term used to move out of their wheelchair to a seat in the vehicle. Some athletes will not be able to transfer and will expect to travel in their wheelchair. Team entry and classification records will be able to assist in establishing how many athletes can or cannot transfer.

To reduce the demand and expense on transport, in particular for host cities that are largely populated and have high volumes of traffic, try to use as few official hotels as possible, have official hotels situated close to each other and also close to the competition venue. If possible, try to have the qualification and practice venues within walking distance of each other and a few vehicles used to transport equipment for athletes.

Return airport transfers should arrive at the airport at least 2-3 hours before the scheduled departure? Example of the format/information displayed in the hotel lobby information desks to illustrate return airport transfers:

Name	Group	PAX	Transfer Date	Flight Number	Flight Time	Airport/Terminal	Time to Leave the Hotel Lobby
COX Sandra	USA	1	16/05/2014	LH1234	15:40	GVA T1	13:00hrs
DIXON Peter	WA TV	1	16/05/2014	BA139	16:00	GVA T2	13:00hrs
VOLKOV Sergey	WA Judge	1	17/05/2014	SU987	17:15	GVA T1	14:30hrs

## 4.3 CATERING

### Aim

Covering all types of catering requirements for accredited personnel at both the hotel and venue during the event.

### Purpose

To ensure that all stakeholders gain fast and easy access to a variety of hygienically prepared, quality, nutritional food.

### Responsible Person

The manager/director of the local organising committee may recruit an external catering company to provide catering services at the event venue.

The accommodation manager would normally coordinate the meal provision for the event with the event hotels 6 months prior to the event. This would be re-evaluated once the competition schedule is finalised and should any specific details be received from participants, such as, allergies and dietary requirements.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Catering Manager who will work with the Venue General Manager and Sport Manager to coordinate catering services for the venue and sport personnel.

### People Required

- One person that manages and oversees the cleaning, catering and waste control services for the event.
- For an event with 350 personnel upwards and should lunch be served at the venue, 1 head chef, 4 to 6 people to serve food at the serving points and 1 or 2 people to clear the tables for the next sitting.
- Ideally, it would be preferable to have someone from the local organising committee to observe the operations of the catering area during meal time at both the venue and hotels to ensure smooth operation. Should there be any difficulties the observer will be able to provide immediate feedback for immediate action to resolve any issues.
- For the separate VIP area, 1 to 2 people to manage operations such as, serving drinks, laying out food and maintaining the areas tidiness.

### Equipment

- An existing or mobile fully operational catering facility sufficient to prepare a variety of fresh meals hygienically.
- Clear labels in English to inform what the meals are and what ingredients they contain for stakeholders to make their informed choice.
- Posters, menu boards, menus to indicate the meal times and the menu choices for the day.
- Clear signage indicating where the catering area(s) is on the venue.
- Clear signage/illustration of the routes to take within the catering area and instructions in the process of food collection and disposal of the plates, cutlery and waste, especially for the environmentally conscious.
- Plenty of visible and conveniently placed dustbins/trash/garbage bins. Should be placed in personnel spaces and where food and drinks are served.

### Catering area specifications are recommended to be

- ☐ 30m × 20m enclosed space is recommended for 600 persons, in an existing building or can be a tent with flooring that is level, non-slippery, can be easily cleaned and meets the necessary safety standards.

- ☐ Air conditioning or heating according to the environment of the event
- ☐ Enough tables and chairs spaced out according to the amount of entries and personnel.
- ☐ Separate from food distribution, there should be standalone islands (serving stations) for drinks, salad bar and fruit or deserts to increase access and avoid queuing. There should also be a station for disposal of rubbish, dirty plates and cutlery
- ☐ Access to toilets and wash basins
- ☐ A minimum of 2 access points for easy entrance and exit flows
- ☐ Area for diners to put their bags to avoid having them lying around or on the tables and chairs while people dine. Make sure the bag storage area is safe, secure and in the diners vie.
- ☐ Ensure there are wide doors and ramps for disabled access

## Timeline

- Once the event has been awarded by World Archery, secure the meal provision with the official event hotels and/or catering company, should lunch be served at the venue
- Establish the menus for the event and share with World Archery for review no less than 4 months prior to the event
- Optimise on food and drink sponsorship or (VIK) value in kind services for the event after the event has been awarded

## Check List

- ☐ Has there been a budget allocated for catering services?
- ☐ What options do official event hotels offer in the rate quoted, full board (breakfast, lunch and dinner) or half board options (breakfast and dinner) or just bed and breakfast?
- ☐ What meal options are served, hot and cold buffet or seated and served?
- ☐ If using an external catering company, do they have the necessary, equipment, experience and valid qualifications/ accreditations/certifications to satisfy the environmental health regulations?
- ☐ Depending on the distance between the venue and hotels, establish, if lunch is to be served at the hotels or at the venue.
- ☐ Which client groups will need to have lunch at the venue and which are able to have lunch at the hotel?
- ☐ What are the meal options for the World Archery team, officials and volunteers to be convenient to their operational role?
- ☐ What is the maximum number of people requiring food, per day, and what type of meals are to be served i.e. pack lunches, buffet, hot or cold food?
- ☐ Have the catering operations, such as location for meals, dates and times been published via the Team Managers Booklet and information desks?
- ☐ If certain stakeholders are to be given a per diem to or voucher to be used at the local food cabins/restaurants, are they open on all the days you require (practice days, competition day, Sundays) at the hours needed?
- ☐ Is the catering areas accessible for wheelchair users and the disabled?
- ☐ How do the client groups gain access to the catering facilities/services, is there a control system in place, such as, using their accreditation, presenting a voucher given by the Local Organising Committee or will the diners name be on a predetermined list?
- ☐ What is the procedure for someone to get a meal if they lose or forget their accreditation, meal voucher?
- ☐ What are the catering arrangements for VIP and honoured guests? Do you have a list of recommended, nearby restaurant choices for VIPs, special guests, and sponsors or operational staff that have a limited amount of time and need immediate access to lunch? Financial costs between the LOC and World Archery are to be clarified before the event.

- ☐ Do meal times fit around the start and finish times of the competition schedule and is there sufficient time for people to travel, have lunch and return to the competition venue in time?
- ☐ Are the meal serving times of the hotels and/or catering firm flexible to adjust to the competition schedule in cases of finishing early or late? If so, how does this process work?
- ☐ What happens if staff, officials and volunteers miss meals due to things running late etc?
- ☐ Has the Local Organising Committee informed the hotel and/or catering firm the type of meals that are usually served at a World Archery event?
- ☐ Are the catering team aware of when they should prepare meals, from and until, according to the competition schedule?
- ☐ What languages do the catering team speak? Someone within the catering team should have a knowledge of English.
- ☐ Is the catering facility indicated on the venue(s) map/plan?
- ☐ Does the catering facility have access control to ensure it is for accredited persons and not open to the general public?
- ☐ Where is the catering facility situated and is it clearly sign posted?
- ☐ Are catering personnel, clearly identifiable?
- ☐ What are the access routes for the catering services team and their deliveries within the venue?
- ☐ Does the catering area have toilets, hand washing facilities nearby? How often will they need to be cleaned, restocked toilet paper, soap and paper towels?
- ☐ Are the hotel catering and/or catering company aware of any dietary requirements/limitations such as:—vegetarian; religious; or gluten free diets or allergies to nuts; cheese; cream; to cook with little to no alcohol and do not serve drinks to athletes with alcohol or caffeine heavy drinks?
- ☐ Does the catering facility have at least two (2) serving stations to serve around 400 athletes at once and are there enough plates, cutlery, chairs and table to serve that quantity of people comfortably?
- ☐ Is there a priority lane/process and reserved seating for those that have little time to obtain and consume lunch such as, judges, TV crew, athlete marshals and sports presentation staff who are required to be in operation at least 30mins prior to the start of competition?
- ☐ What are the different catering options for those athletes/coaches still competing and based at the finals venue and those that are no longer competing but practice at another venue? Do the transports schedules and catering options reflect the times of the competition/practice times?
- ☐ Has there been enough food estimated for the amount of people at meal times and is there an extra percentage included for those unexpected diners?
- ☐ Are there labels (in English) clearly describing what all the food/meal options are and their ingredients such as, contains nuts, pork or cheese etc.?
- ☐ Have the menus been reviewed by World Archery?
- ☐ Has the local organising committee observed a function or sampled the food at the hotel(s) or catering firm?
- ☐ Does the catering manager have a direct contact with a member of the local organising committee should a problem arise (mobile/radio)?
- ☐ Should lunch be served on venue, are the catering team aware of the medical area and venue evacuation alarms/procedures?
- ☐ Do catering personnel have the necessary accreditation to gain access to the venue?
- ☐ Should someone wish to complain or have feedback regarding the meal options, who should they speak to and how?
- ☐ Have all functional areas, external providers and volunteers been included in the catering provision?
- ☐ If someone or a team who was not originally included in the catering provision suddenly requires a meal (breakfast, lunch or dinner) what is the procedure they should take and time needed to receive a meal and/or meal plan?

- ☐ Should participating teams wish to prepare their own food at the venue or hotel due to diet or special circumstance, what is the procedure they should take to arrange this and where?
- ☐ Are there plenty of bins around the venue, VIP area, spectator area, athlete area and other functional working areas that are monitored and emptied regular?
- ☐ Have other soft drinks, such as, ice tea and fruit juices, but not drinks containing caffeine, been provided for at the anti-doping waiting area? If athletes only drink water, this can lead to athletes producing weak samples for testing.
- ☐ Have all catering staff been informed of evacuation procedures in the event of fire or bomb alerts?

## Notes

### Free Water distribution (for accredited personnel only)

- ☐ In an effort to aid the environment and prevent wastage, water will be distributed using the familiar World Archery bottle deposit system. One (1) bottle of water will be given to all accredited persons at the water distribution tents. A new bottle of water will only be issued by the return of the empty bottle.

### Who qualifies for refreshments and a meal?

- ☐ Anyone who has been on duty for 2 hours or more should have access to non-alcoholic liquid refreshments.
- ☐ Anyone who has been on duty for 4 hours or more should have access to a meal and break.

### Consideration before creating a meal plan

- ☐ Should be more than one serving option of food i.e. just pizza
- ☐ If there is the demand, different cuisines can be catered for, such as, Western, Chinese and Japanese etc.
- ☐ Special dietary requirements and allergies must be considered such as vegetarian, gluten, religious (halal, no pork, kosher), no nuts or cheese etc.

### Spectator Food

- ☐ A choice of different food outlets, spread out to prevent long queues with hot and cold meals to suit different diets and weather conditions
- ☐ Wise to keep the drink outlets separate and some distance away from the food outlets to prevent queues and overcrowding
- ☐ Affordable and good value for money quality food
- ☐ Provide an eating area to consume food rather to prevent spectators consuming food in the spectator stands
- ☐ Plenty of bins in and around the venue that are visible and easy to access

### VIP area

- ☐ VIP's are trying to watch the event and network therefore, food should be kept small and easy to consume without hazard. Finger food, snacks, canapé, tasters of hot and/or cold dependant on the venue location and weather temperature. Avoid anything with overpowering strong tastes, smells or that which deteriorates quickly, such as fish. Food should have variety, be kept fresh, appetising and presentable
- ☐ A variety of drinks such as tea, coffee, fruit juices, bottle water (sparkling and still)
- ☐ A choice of alcoholic drinks such as beers, wines and spirits
- ☐ Ice and lemon to be served on the side as an option



### **Athletes, athlete officials, officials, World Archery and Local Organising Committee staff**

Please see below a detailed recommended food service plan:

- ☐ A variety of simple food choices are desired on a daily basis
- ☐ Low fat cooking methods are advised (baked, boiled or roasted with limited butter and oils)
- ☐ Sauces should be served as an option separately
- ☐ Additional seasonings such as extra salt, pepper, garlic, chilli should be on the side separately

### **Breakfast**

- ☐ A choice of cereals and milks
- ☐ Bread, croissant, pastries
- ☐ Jams and spreads
- ☐ Hams, cheeses
- ☐ Fruits
- ☐ Yogurts
- ☐ Hot buffet offering sausages, bacon, beans, eggs.
- ☐ Option to have omelettes or eggs
- ☐ Drinks: Fruit juices, tea, coffee, bottle water

### **Lunch and dinner menus**

Should include a balance of:

- a) Carbohydrates: breads, bagels, rice, potato, cous cous,
- b) Proteins: chicken, turkey, fish, tofu, eggs, beans, quinoa
- c) Vegetables: carrots, celery, onion, broccoli, spinach, tomato, peppers and olives
  - At least three meal options: two (2) meat choices, at least one being chicken, turkey or fish and other can be beef, pork or lamb.
  - The third meal option should be reserved for nonmeat/fish eaters (vegetarians).
  - Sauces should be served separately
  - Soups
  - Drinks: fruit juices, soft drinks, tea, coffee and bottle water. If people wish to purchase other types of drinks, what will be the procedure?

### **Salad Buffet**

- Offering a choice of ingredients displayed separately for people to make their own meal options such as: Spinach, Lettuce, Onion, Tomatoes, Carrot, Celery, Olives
- Served separately: cheese, hams, other cold meats, chicken, tuna, salmon
- Choices of dressings should be served separately on the side

### Allergy foods

- Nuts should always be served separately!
- Any dish that contains nuts should be clearly labelled with a warning to avoid accidental consumption by those with nut allergies
- Sauces should also be clearly labelled and if they contain alcohol, nuts and or cream
- Foods, which do not contain allergens e.g. nuts as a listed ingredient but could have been contaminated by them during its process, should be clearly identifiable

It is also acceptable to offer local and traditional dishes that represent the region and host nation.

As World Archery competitions usually operate between 5-7 days, ensure to prepare a number of menus for variety to prevent boredom.

## 4.4 ANTI-DOPING SERVICES

### Aim

That the Local Organising Committee has a clear understanding of what anti-doping testing consists of at World Archery events, and their role and responsibility to ensure testing procedures adhere to the rules and regulations of World Archery and the World Anti-Doping Agency (WADA).

### Purpose

As with all Olympic and Paralympic International Federations, World Archery, has incorporated and implemented the World Anti-Doping Code into its rules since 1 April 2004.

To ensure archery remains a clean and fair sport for all to compete. The local organising committee has an obligation to comply with a number of standards, rules and procedures when arranging the necessary facilities for anti-doping and breathalysing “breath alcohol” testing operations.

Testing needs to be recorded, kept confidential and samples are collected, remaining uncontaminated and secure until they leave the venue. Failure to do this will undermine the validity of a test and as a result, the appropriate sanctions cannot be applied in cases of an anti-doping violation.

### Responsible Person

Local organising committees are responsible for the financial costs and ensuring that anti-doping control is conducted at the event. The minimum number of tests required at an event are determined in the World Archery rule book and will also be specified in the World Archery Organisers’ Agreement.

World Archery Medical & Sport Sciences Committee (MSSC) are responsible for appointing a medical delegate to act as the Doping Control Representative (DCR). They will oversee the management, planning and delivery of anti-doping operations at World Archery events with the help of the anti-doping administrator (off-site).

### People Required

- One (1) World Archery Doping Control Representative that will work on venue with the Doping Control Officer (DCO)
- One (1) World Archery Anti-Doping Administrator (off site)
- At least one (1) Doping Control Officer (DCO) from the sample collection agency to supervise testing and oversee sample collection on venue.
- A ratio of one (1) chaperone to one (1) athlete test to be performed. The quantity of chaperones depend on the amount and the timing of testing to be carried out. Chaperones must be the same gender as the athlete, a minimum age of 18 years old and can communicate in English both orally and in writing. Ideally, the people that have volunteered to be a chaperone, should be for the entire duration of the event testing. Chaperones are responsible for notifying the selected athletes and accompanying them (at all times) until they report to the doping control station and if they need to leave the station.
- One (1) chaperone is necessary to supervise athletes in the Doping Control station waiting room.

### Equipment

- Clear signage indicating where the anti-doping testing unit is on the venue.
- World Archery will bring with them the anti-doping and alcohol testing forms, breath alcohol devices “breathalysers” and mouthpieces.

#### **A waiting room with the following equipment -**

- Chairs for approximately 15 persons to accommodate the number of athletes, athlete officials, sample collection personnel, escorts, etc. who will occupy the area.
- One (1) table where athletes can sign-in their arrival at the doping control station in the athlete arrival log.
- 50 bottles (500ml) individually sealed, non-caffeinated and nonalcoholic beverages, which includes a mix of natural mineral water and soft drinks (e.g. Fruit juices, Gatorade, 7-Up, Fanta, and Sprite)
- One (1) fridge or cooler is recommended to store the above mentioned drinks
- One (1) large rubbish bin to be emptied at the end of each day
- Ideally one (1) TV monitor with live video feed of the event, reading materials, etc. is recommended as it helps athletes relax.

#### **An administration /processing room with the following equipment -**

- Tables and chairs to accommodate 5/6 persons
- One (1) large rubbish bin to be emptied at the end of each day
- One (1) lockable fridge to store samples for more than one day testing and if required by the Authorized Collection Agency.

#### **Adjoining toilet facilities which should be large enough for the witness and the athlete to stand in together and be equipped with -**

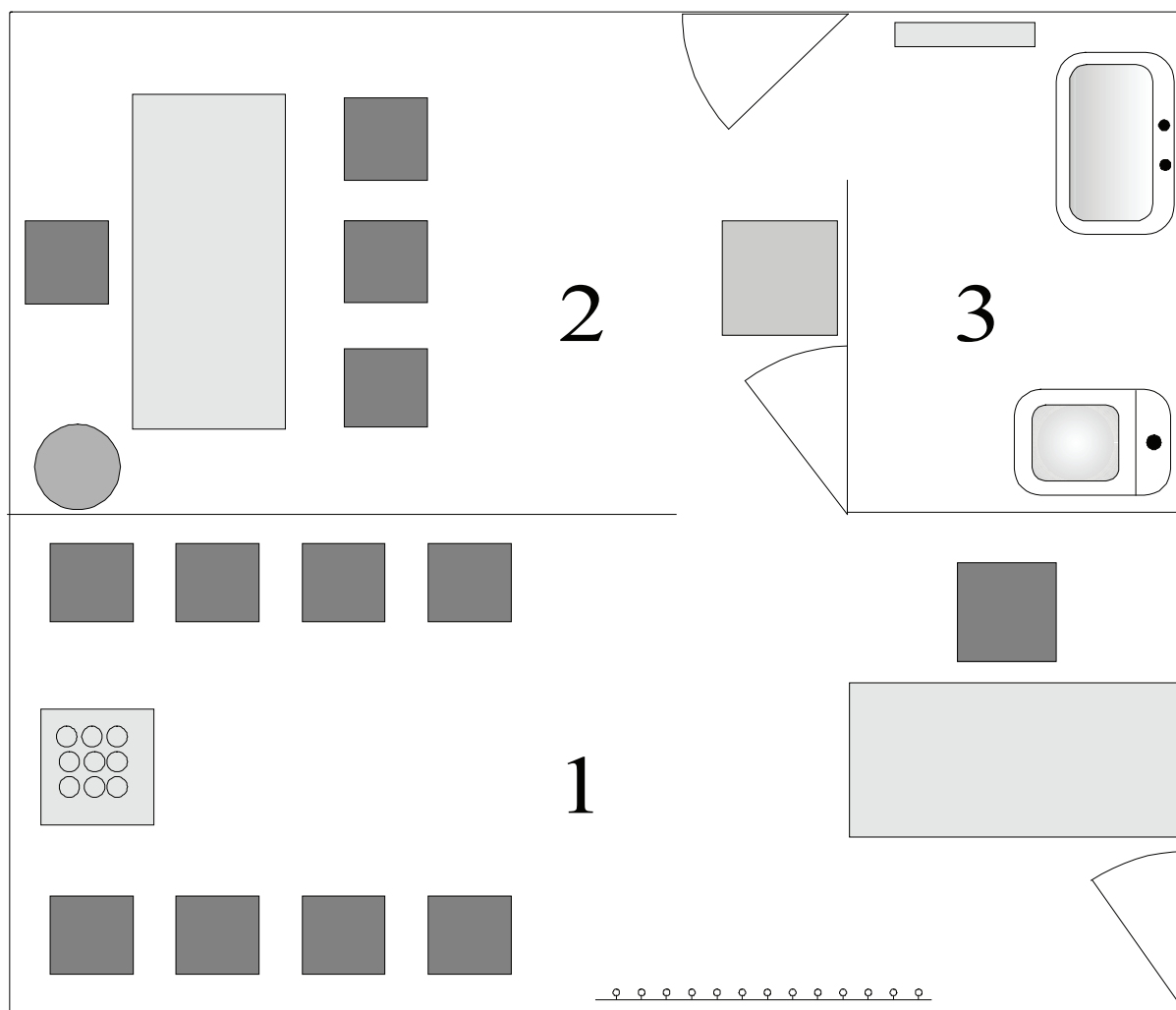
- facilities to allow the athlete to wash their hands
- Soap or hand wash, toilet paper, paper towels, Kleenex.
- Recommended: a shelf for safe placement of the vessel/sample pot
- Recommended: a large mirror (to aid the observation for the witness)
- At least one (1) toilet as a sample collection area. If possible, a separate sample collection area should be provided for each gender (female and male) being tested.
- Sufficient space is required to accommodate the Doping Control Officer and athlete in this area, to ensure that the Doping Control Officer can observe the source of the sample.
- Wheelchair accessible toilets are desired and mandatory for para-events.

If there are no toilet facilities at the venue the doping control station can either be a tented area with a portable toilet or nearby hotel room can be hired.

#### **The Doping Control Station includes three separate but interconnected areas**

- 1) Waiting room
- 2) Administration/processing room
- 3) Sample/deposit room (toilet)

## DOPING CONTROL STATION – LAYOUT



1. Waiting Room	2. Administration /Processing Room	3. Sampling Room (Toilet)
<ul style="list-style-type: none"> <li>– Refrigerator or Cool Box</li> <li>– with sealed non-alcoholic drinks</li> <li>– Desk</li> <li>– Chairs</li> <li>– Hangers</li> </ul>	<ul style="list-style-type: none"> <li>– Desk</li> <li>– Chairs</li> <li>– Waste Bin</li> <li>– Refrigerator (Sampling storage)</li> <li>– Telephone or other Communication Device</li> <li>– Scissors</li> <li>– Writing Material</li> <li>– Paper Towels</li> <li>– Disposable gloves</li> </ul>	<ul style="list-style-type: none"> <li>– Water Closet</li> <li>– Wash Basin</li> <li>– Paper Towels</li> <li>– Hygienic Toilet</li> <li>– Toilet Paper</li> <li>– Hooks</li> </ul>

## Requirements for the Doping Control Station

The Doping Control Station must ensure the athlete's privacy and is used solely as a Doping Control testing station for the duration of the event. Therefore, the station shall:

- Only be accessible to authorized personnel such as: Doping Control Officer; World Archery Doping Control Representative; chaperones; selected athletes for testing; athlete officials/representatives of the selected athletes; Interpreter (if required) with the addition of one other selected, specialist personnel i.e. WADA observers.
- Marked clearly with signs.
- Be secure enough to store sample collection equipment.
- Be located as close as possible to the field of play, but away from heavily populated areas, such as, corridors and entrances, etc.
- When there is not an official designated facility for the Doping Control Station at the venue itself, a nearby hotel room/suite can be used, but this is not the preferred solution. Also, a location that is not a short walking distance and requires a dedicated shuttle bus to transport the people involved is not recommended and should be avoided when possible.
- Sufficient lighting, air conditioning, fans or heating in the doping control station to ensure a comfortable area for use.

## Timeline

- As early as possible after the allocation of the event, the OC must identify a person to manage anti-doping control requirements.
- The LOC should make the initial contact with the Sample Collection Agency. The World Archery Anti-Doping Administrator ([wa.dopingfree@sportaccord.com](mailto:wa.dopingfree@sportaccord.com)) can assist in the contacting of sample collection agencies, should it be necessary.

## Check List

- ☐ Has a budget been allocated to cover the costs of anti-doping testing, laboratory analysis and the sample collection?
- ☐ Have the NADO, National Olympic Committee, Health and/or local sport authorities been contacted to see if they offer financial support for anti-doping testing?
- ☐ Has the national Olympic committee been contacted to see if your national federation has any obligation to use the national anti-doping agency at your event?
- ☐ Have the correct amount of chaperones (a minimum age of 18 years old) been recruited for the required number of tests to be carried out in the Organisers Agreement?
- ☐ Has the World Archery Anti-Doping Administrator or National Olympic Committee been contacted to find out the contact details of the sample collection agency to make arrangements for the event?
- ☐ What are the operational dates and times for the anti-doping testing? Remember, these must be kept confidential and decided in coordination with the anti-doping administrator.
- ☐ Has the 24 hour mobile telephone numbers of the Competition Manager, World Archery Doping Control Officer, Doping Control Officer and World from the agency and World Archery Technical Delegate been shared between these people?
- ☐ Has an area been located in the venue for the anti-doping testing station?
- ☐ Is there clear signage around the venue indicating where the anti-doping testing station is situated?
- ☐ If the doping control station and the administrative area are not beside each other, have sufficient steps been made to block off the corridors between the two areas where athletes could be walking with their samples?
- ☐ Is the anti-doping area accessible for wheelchair users and the disabled?

- ☐ Will security/access control be provided at the doping control entrance?
- ☐ Do the Sample Collection Personnel require any passes to get access to the event or any area within the Sample Collection Personnel sufficient to get access to the event, or do personnel need special passes for the day?
- ☐ Do the Sample Collection Personnel require car passes, and is car parking available near the venue?
- ☐ What is the best time for the Sample Collection Personnel to arrive and what is the best meeting place for the Sample Collection Personnel and the Doping Control Officer to meet?
- ☐ Has the correct accreditation and car passes been awarded to the Sample Collection Personnel.
- ☐ Have venue security been informed of the date and time of arrival of the sample collection unit?
- ☐ Have transport timetables been created for the transportation of the samples from the doping control station to the laboratory? The address of the doping control station/competition venue and the laboratory should be given to the transport manager, driver and doping control officers.
- ☐ Has the name and mobile number of the driver transporting the samples to the laboratory been given to the Doping Control Officers and Transport Manager?
- ☐ Has the Doping Control Officer been given the latest version of the competition schedule, competitor list and the hotels the competitors are staying in?
- ☐ Have arrangements been made to ensure that the Doping Control Representative, Doping Control Officer and sample collection unit on the distribution list will immediately receive any changes to the competition schedule and start times etc?
- ☐ Has the World Archery Doping Control Officer been included in the transport schedule between the hotel and venue? In addition, has their airport transfer transportation been arranged before and after the event?
- ☐ Have cleaning and waste agreed a time with the Doping Control Officer when the Doping Control Station can be cleaned each day when all testing for the day is complete?
- ☐ Have all the necessary functional areas and personnel been informed where the anti-doping station is on venue and the operational hours? For example, through the team managers meeting, team managers booklet, venue map, spectator guides, frequent announcements via sport presentation?
- ☐ Has a time and place been agreed, with either the Doping Control Officer or the World Archery Doping Control Representative, for the chaperones to arrive for their training? Normally, chaperones should arrive at least one (1) hour before sample collection starts.
- ☐ Are anti-doping personnel, clearly identifiable?
- ☐ Does the anti-doping team have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and a venue map?
- ☐ How does the local organising committee communicate with the anti-doping team while on venue, i.e. via radio or mobile phone?
- ☐ Have the anti-doping personnel and chaperones been given the correct accreditation to perform their role?
- ☐ What languages do the anti-doping team and chaperones speak? All within the team should at least be able to communicate in English.
- ☐ Has sufficient space been allocated and agreed with the World Archery doping control representative, main FoP Coordinator and the World Archery Event Director/Manager or Technical Delegate to ensure chaperones do not block the access to the main FoP, be in view of TV cameras or in the way obstructing the operations of athlete entry/exit from matches or victory ceremonies?
- ☐ Has the anti-doping officer/agency been given a tour of the anti-doping facility, venue(s) and given a venue(s) map/plan?
- ☐ Have all the anti-doping control forms been given to the World Archery representative or the World Archery Secretary General?

- ☐ Has the transport manager reserved transportation on standby should an athlete and athlete official require transportation back to their hotel due to late testing after competition hours? In addition, has food been arranged with the hotel should the athlete and athlete representative missed official serving times?
- ☐ Have drinks and meals been provided for and any meal vouchers given to the anti-doping personnel services team and sufficient cover is arranged during lunch breaks?
- ☐ Have all local organising committee staff and representative been informed not to accept any Therapeutic Use Exemption (TUE) forms from anyone? Any TUE forms should be sent to the World Archery Anti-doping administrator.
- ☐ Has the head of protocol and victory ceremonies been informed that medal ceremonies should be completed within 30mins of the last match in the competition schedule to help prevent uncomfortable situations for athletes needing the toilet?

## Notes

There are three methods used for testing athletes for banned substances:

- a) Breath Alcohol testing
- b) Urine testing
- c) Blood testing

Not at any point should any local organising committee staff / representative accept a Therapeutic Use Exemption (TUE). Any TUE form received by the OC must be immediately sent to the WA Anti-Doping Administrator.

The Authorized Sample Collection Agency assists in the implementation of the Doping Control tests, particularly in providing qualified Doping Control Officers (DCOs), supplying adequate equipment for the sample collection sessions and ensuring the transportation of samples in accordance with the World Anti-Doping Agency (WADA) International Standard for Testing. It can be a National Anti-Doping Organisation (NADO), or a private testing service provider.

Certain countries can provide financial assistance for anti-doping control. Financial support may be available from the NADO, the Health and/or Sports authorities such as the National Olympic Committee etc. It is the responsibility of the OC to investigate all of these possibilities.

A WADA accredited laboratory provides the analytical services and transmits the results to the WA Anti-Doping Administrator who is responsible for the results management process.

**An agreement must be signed between the Authorized Sample Collection Agency and the LOC, with prior approval from World Archery.** The following aspects must be taken into account in the preparations of the agreement:

- The Authorized Sample Collection Agency services should include two (2) English speaking qualified DCOs, one male and one female
- For purpose of harmonization within World Archery events, the use of World Archery specific forms (provided by World Archery staff) are preferred. World Archery may accept to use the Sample Collection Agency forms.
- The doping control representative shall determine the number of finishing placement tests, random tests and target tests to be conducted for each day of the doping control session. Random draws will ideally be made in the presence of and in co-operation with the DCOs.
- World Archery does not require doping control to be undertaken in order to validate a World Record. However, this can be required by the national anti-doping procedures.
- The LOC will provide lunch to the DCOs
- There will be alcohol tests on all athletes selected for urine sample tests. These tests will be conducted by the World Archery Doping Control Representative with World Archery's equipment and related forms.

Check [www.worldarchery.org](http://www.worldarchery.org), under the Clean Sport tab for all updated documents and information related to anti-doping.



## 4.5 MEDICAL SERVICES

### Aim

For Local Organising Committees to have an understanding of what is medical services, personnel, equipment and requirements necessary to provide adequate medical services for a World Archery event. This section does not include Anti-Doping or Classification, this will be covered in separate sections.

### Purpose

Medical services are to be present on venue at all times to provide medical cover and assistance to all attending the event. Medical services should be available, but are not limited to, athletes, coaches, athlete officials, officials, volunteers, spectators, local organising committee personnel, World Archery personnel and VIP's.

### Responsible Person

The Manager/Director of the local organising committee and/or the Venue General Manager should recruit and plan with the head of the medical services team the medical operations for the event.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a Venue Medical Manager who works with the Venue General Manager and Sport Manager to coordinate medical services for the venue and sport.

### People Required

- One fully accredited and trained Doctor, Paramedic, and/or Nurse for an event with roughly 500 athletes and 500 spectators. However, keep in mind, it is not always important about the quantity of people at an event but what is done when a medical incident happens.
- One or two people from the local organising committee to be the main contact between the medical services team and organising committee to establish operations.
- Ideally, it would also be good to have someone within the local organising committee that has medical/first aid knowledge and experience to be able to be the first person on site before medical services arrive to attend to the incident.

### Equipment

- Recommended at least 1 fully equipped and operational ambulance on venue with fully qualified medical staff for every 500 athletes and 5000 spectators. In case the ambulance serves for transporting the patient, a backup should be available.
- Clear signage indicating where the medical unit is on the venue.
- Communication device (radio or mobile phone) between the medical team and local organising committee. Might be a good idea to have a spare in case of failure.
- Local Organising Committees should also have its own first aid kit, easily accessible, in the main office for use if needed.

### Medical supplies should include but are not limited to

- Defibrillator
- Hand towels

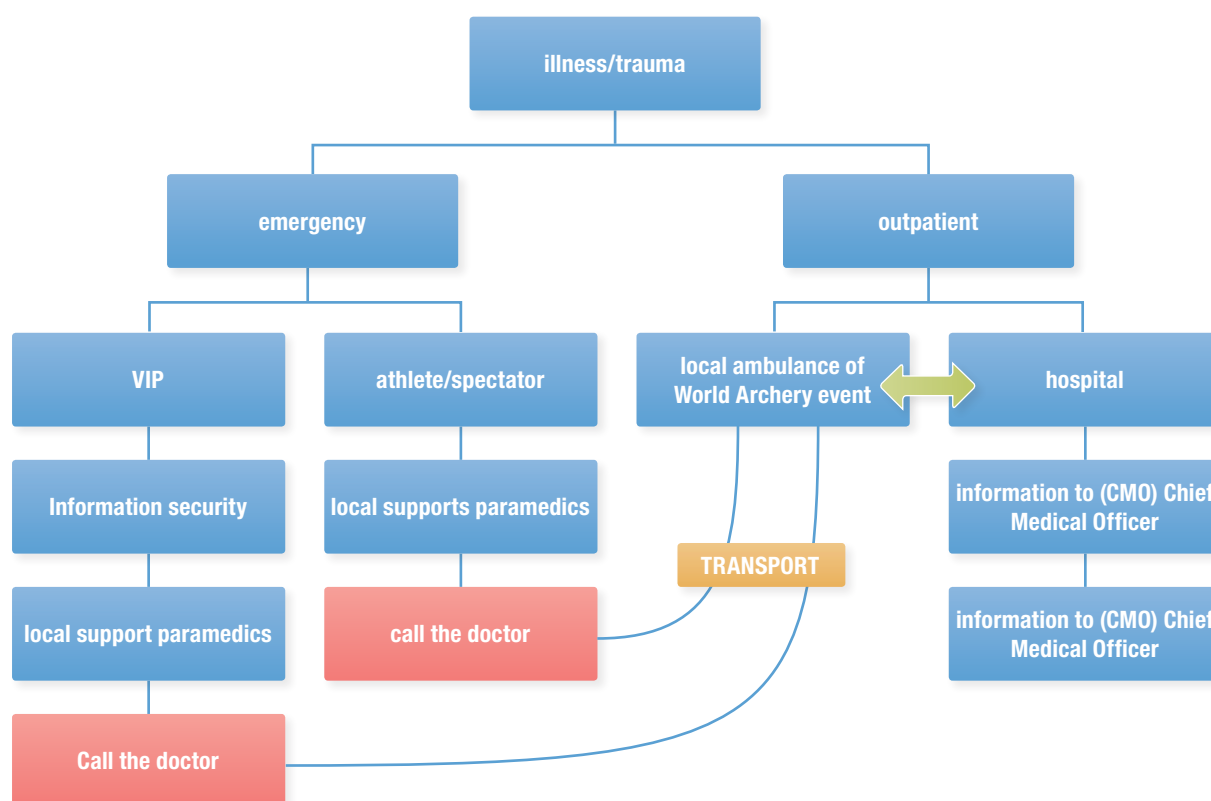
- Blankets
- Ice
- Bottled water
- I.V. Fluids
- Thermometers
- Oxygen
- Trauma suppliers
- General first aid supplies, bandages and plasters etc.
- Medication for acute cardiac care
- CPR unit
- Ideally, a washbasin and soap

### **Medical area specifications are recommended to be**

- 3m × 6m enclosed tent, recommended with flooring
- Air conditioning or heating according to the location of the event
- 2 observation beds/massage tables
- 2 tables measuring 1.5m – 2m in length
- Screens, dividers to provide privacy for the patient
- 12 chairs
- Access to toilets
- Radio communication
- Secure and lockable cabinet should any medical records or equipment need to stay on the venue unsupervised

### **Timeline**

- Medical plans, operations and personnel should be decided 6 months before the event.
- An agreement with a local hospital prior to event should be done in case of emergencies.
- No less than 1 month prior to the event a full medical plan should be ready for review by World Archery MSSC.
- The local organising committee's first aid box/medical kit should be checked at least monthly and restocked after each medical incident.
- The medical plans should be operational from the moment the first delegation arrives until the last delegation leaves. Issues do not just happen only during competition. Also during pre-competition practice days. The ambulance should arrive prior to the first arrival of athletes and leave after everyone has left.



## Check List

- ☐ Where is the nearest hospital and have they been informed of your event in advance?
- ☐ Has there been a budget allocated for the cost of a medical services team?
- ☐ What is the maximum number of people allowed on venue and is the medical unit big enough and sufficiently equipped to cater for the amount of people on venue?
- ☐ Is the medical area accessible for wheelchair users and the disabled?
- ☐ Has the Local Organising Committee informed the medical team of the usual or most likely archery injuries and medical incidents to happen at a World Archery Event?
- ☐ What are the operational dates and times for the medical services team?
- ☐ Are the medical team aware they should arrive on venue 1 hour before and not leave until 1 hour after athletes and spectators?
- ☐ What languages does the medical team speak? Someone within the medical team should at least be able to communicate in English.
- ☐ Have the medical team been given a tour of the venue (s) and a venue (s) map/plan?
- ☐ Where is the medical area or ambulance situated?
- ☐ Are medical personnel, clearly identifiable?
- ☐ Are the medical team aware or have a copy of the World Anti-Doping Agency (WADA) anti-doping banned substances for the sport of archery? In addition, does the medical team have the hotline telephone number of the National Anti-Doping Agency?
- ☐ What are the procedures for medical staff to go onto the main field of play (FoP) and has this been discussed with the Chair of Judges and security?

- ☐ Will medical staff be given allocated/reserved seats next to the main field of play (FoP) or in a spectator stand?
- ☐ What are the access routes for the medical services team to areas within the venue such as, VIP areas, spectator areas, athlete areas and the main field of play (FoP) should a medical incident occur?
- ☐ Have your team rehearsed, performed a role play exercise of a medical incident to simulate the procedures and illustrate to all how a medical incident should be handled?
- ☐ Does the Local Organising Committee have a fully equipped and checked first aid kit on site and if so, where is it and are the immediate members of the team aware of its location?
- ☐ Do medical personnel have the necessary accreditation to gain access to all areas of the venue?
- ☐ Does the medical team have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and a venue map?
- ☐ How does the local organising committee communicate with the medical team while on venue, i.e. via radio or mobile phone?
- ☐ Have all functional areas, especially security, been instructed to allow medical personnel to gain access anywhere on venue to attend to a medical incident?
- ☐ Have all the stakeholders been informed where a medical services team is located on venue and the operational hours? For example, through the team managers meeting, team managers booklet, venue map, spectator guides, frequent announcements via sport presentation?
- ☐ Have medical contact details been posted up in all spaces in cases of an emergency?
- ☐ Is the medical team sufficiently manned to enable team members to roam/walk around the venue?
- ☐ What is the procedure to raise the alarm during a medical incident and/or call for medical assistance when on venue?
- ☐ Is there clear signage around the venue indicating where the medical area/ambulance is situated?
- ☐ Is the ambulance and/or medical staff located at the centre of the venue where most people are located on the venue? For example, the qualification range during ranking, eliminations or in between spectator and athlete training areas?
- ☐ Should a medical incident occur who is the person within the organising committee to be the main point of contact to communicate with the national team and relatives and arrange transportation for example:—the coach to and from the hospital for visits?
- ☐ Should a medical incident occur and the ambulance needs to leave the venue and transfer a patient to a nearby hospital, how will medical service for the event be covered?
- ☐ Have drinks and meals been provided for the medical services team and sufficient cover arranged during lunch breaks?
- ☐ What is the procedure for stakeholders should medical assistance be required at the events' official hotel (s) and/or separate practice/training range?
- ☐ Should participating teams bring their own physiotherapist and massage table, where on the venue would they be able to go to receive treatment?
- ☐ Has the local organising committee's first aid box/medical kit been checked that all is present, in date, in working order and what is the process to check and restock the kit to ensure it is ready for use the next time?

## Notes

### **All stakeholders should have their own valid and up to date travel/medical /health insurance.**

Establish between the local organising committee and the medical services team what medical services are covered by the event budget and at what point/level of treatment goes to the patient's medical/travel insurance.

For big events, such as a World Championships or a multi sporting event, such as a Games, the venue is normally clearly divided into front of house and back of house area. This is to ensure the working areas of the event are kept from view and for accredited people while the front of house is for the general public.

Depending on the amount of people allowed in the venue indicates how many medical units will be required. One medical unit is normally sufficient but should be confirmed that it meets requirements and will either be located in the front or back of house.

What will be the operations/procedures if the medical facility is situated in a restricted area for example: bringing a spectator, who has no accreditation, into a back of house area, potentially in the same area as an athlete or VIP also receiving medical attention?

## 4.6 SPECTATOR SERVICES

### Aim

For Local Organising Committees to have an understanding of what spectator services is, the people involved, spaces needed and the requirements necessary to cater for spectators that attend a World Archery event.

### Purpose

Spectator services are required to be in operation at an event before, during and after scheduled competition to ensure the wellbeing of spectators attending the event, making certain of their safety and positive experience.

### Responsible Person

The Manager/Director of the local organising committee and/or the Venue General Manager should recruit and plan with the head of spectator services the safety and operations for spectators at the event.

For competition managers managing archery at major multi sporting events, such as the Olympic Games, there is usually a “Spectator Services” department that will also work with the Venue General Manager, Sport Manager and Ticketing Department to coordinate sufficient spectator services at the venue.

### People Required

- A services manager to design routes, spaces, facilities to cater for all types of spectators in and around the venue that entertain and provide the necessary information for a positive event experience. The services manager will need to work with the local organising committee and venue manager to implement and supervise the operations on venue.
- Marketing and Promotions Manager to create and execute a successful promotional campaign to advertise the event and inform spectators how they are to gain access to the venue i.e. registering or purchasing tickets.
- Archery specialist to inform about the competition schedule to establish the quantity of sessions in the event and seating designs for a positive spectator experience.
- Venue General Manager and/or Architect to design and construct the necessary seating capacity for the demand of spectators.
- One or two people to manage the ticketing distribution on the event website, or through an external ticketing promotions company.
- Some people may be required to operate a ticketing booth, on the venue during the event to manage any ticketing issues and sell any tickets that may be returned or available on the day.
- Depending on the size of the spectator stands and the quantity of spectators, there will be a need for a team of several people to advise and guide spectators to the correct stand and seating area for the ticket they have.

### Equipment

- Clear signage to direct spectators to their seat, entrance/exit routes and other areas in the venue such as, concession/merchandise stands, medical units, toilets, lost property, lost children and information/help desks.
- Communication devices (radio and/or mobile phone) for key spectator services staff to give regular updates on spectator activities between the spectator services team, venue manager and local organising committee.
- Bar code scanners to scan the tickets of spectators for each session as they enter and depart the venue to record how many people are on venue and what tickets are available for resale.

- For major multi sporting events and touristic venues, there may be a requirement to have mag and bag, airport type security devices and checks to scan spectators and the items they wish to bring into the venue.
- For every spectator services coordinator a chair, protection against weather conditions and bottled water should be issued at the location of work.

### **Spectator area specifications are recommended to be**

- Provide adequate space for spectators according to the capacity of the venue Check with local legislation and building regulations.
- Approximately, 5 toilets for every 500 people and provide at least 2 extra accessible toilets for the disabled.
- Areas of shelter for spectators to seek protection from the rain or sun.
- 3m × 6m secure, enclosed space to store baby prams, children pushchairs and walkers on venue that cannot be taken into the spectator stands.
- Radio communication between spectator services staff.
- Tiered seating, stable, temporary, and adhering to building safety regulations.
- Rear loading, for example spectators enter from the back of the stands, to ease disturbance to athletes and watching spectators. If this is not possible, then access from both sides.
- Roughly 16m–20m apart from each other either side of the main FoP and at a 6 degree angle from the shooting line and targets (depending on the finals venue being used) to improve sightlines.
- Spectator seats should be fixed plastic chairs and easy to clean/wipe dry.
- The first row should ideally be measuring 1.5m from the ground so that the first row of spectators can see over the TV cameras, camera operators and photographers.
- Plenty of aisle to allow easy egress and ingress of spectators.
- VIP sections should have a roof to protect against the weather for outdoor events. Seating should be of higher quality and padded/cushioned.
- Provision of rubbish bins next to the entrances/exits to prevent littering.

### **Timeline**

- Seating and pricing plan should be ready for review by World Archery 8 months in advance and if entry is to be free or sold ticketing. If free entry, there needs to be a seat reservation system for those spectators coming from outside the host country.
- Ticketing and promotional activities should be decided 12 months before the event.
- Tickets should be on sale 4-6 months in advance.
- Establish spectator transport options, routes to/from and inside the venue, spectator facilities, and service operations 8 to 12 months prior.

### **Check List**

- ☐ Has there been a budget allocated for spectator services and the spectator services team?
- ☐ What is the maximum number of people allowed on venue and is the space adequate for the desired number of spectators?
- ☐ Are spectator spaces, facilities, ingress and egress routes accessible for wheelchair users and the disabled?
- ☐ What are the operational dates and times for the spectator services team?
- ☐ Are the spectator services team aware they should arrive on venue 2 hours before and not leave until 1 hour after the competition schedule?

- ☐ Have the spectator services team been given a tour of the venue (s) and a venue (s) map/plan?
- ☐ Are spectator services personnel, clearly identifiable?
- ☐ What are the procedures for spectator services and medical staff to go onto the main field of play (FoP) and has this been discussed with the Chair of Judges?
- ☐ Have your team rehearsed, performed role playing exercises specifically related to spectator incidents to simulate the procedures and illustrate to all how spectator incidents should be handled?
- ☐ Do spectator services personnel have the necessary accreditation to gain access to all areas of their function on venue?
- ☐ Does the spectator services team have the local organising committee's organisational structure, listing names, contact numbers, position/areas of responsibilities, competition schedule and a venue map?
- ☐ How does the local organising committee communicate with the spectator services team while on venue, i.e. via radio or mobile phone?
- ☐ Have all functional areas, especially security, been informed what the role of spectator services is and areas of responsibility.
- ☐ What is the procedure to raise the alarm during a medical incident and/or call for medical assistance when on venue?
- ☐ Is there clear signage around the venue indicating where the entrances/exits, medical area/ambulance, information desks, lost property/children, catering units and toilets are located?
- ☐ Have drinks and meals been provided for the spectator services team and sufficient cover arranged during lunch breaks?
- ☐ Do spectator services provide free sun cream and water to spectators they feel need assistance?
- ☐ If the event is being staged in a public/touristic area, do the local authorities permit the event to have spectators/ sell tickets and if so, how many?
- ☐ How many spectators are there to be in the venue, and in the stands?
- ☐ What are the bid commitments/promises and are they being met with the current ticketing strategy?
- ☐ What are the values of the event for spectators and how will they be achieved?
- ☐ What are the spectator and ticketing objectives: full stadia; accessible, affordable, value for money, a fantastic day out, educated and entertained?
- ☐ What was done at previous archery or non-archery events regarding spectators? What were the prices, marketing promotion activities, distribution methods and were they successful i.e. full stadia, without financial loss and a positive event experience?
- ☐ What do people get by attending this event, watching the best athletes in the world competing, great views, try archery experience, merchandise, entertainment, short, energetic sessions, easy to understand and follow?
- ☐ How many competition sessions will there be? Note, sessions should be no more than 2 hours to 2 hours 30mins to encourage a change of new spectators, prevent boredom and increase revenue potential.
- ☐ Is the event going to be ticketed or not, paid or free entry?
- ☐ What are the operations in changing the spectator seating bowl between spectators in the morning session to the afternoon session?
- ☐ Spectators with tickets for both the morning and afternoon sessions, do they need to leave the venue to re-enter for the afternoon session or will they be directed to a holding area within the venue?
- ☐ What will be the marketing and ticketing promotion activities to attract spectator and when do they happen?
- ☐ What is outside the main FOP and venue to inform spectators what event is taking place, can they enter and what they have to do to enter the venue to see the event?



- ☐ How open and encouraging are the ticketing promotions, do people understand and believe the event was for them rather than other people?
- ☐ Do spectator services know where to direct athletes, officials, World Archery staff, LOC staff and volunteers to obtain tickets and/or where to sit? If so, what is the process?
- ☐ Has seating been reserved for noncompeting athletes, coaches, officials, World Archery staff and off duty LOC staff/volunteers to sit and watch?
- ☐ Where do wheelchair users and the disabled sit in the venue and is it easily accessible?
- ☐ Is there disabled seating and positions/areas reserved for wheelchair users and seating for their helper/assistant to be next to them?
- ☐ Is it possible for wheelchair users, disabled spectators and their helpers/assistants to purchase tickets?
- ☐ Where do spectators go to collect their prearranged tickets, or, if there is a problem with their ticket for resolution?
- ☐ What are the operational dates and times for the ticketing booth, how many hours before the session do they open?
- ☐ Are ticketing staff and spectator services, clearly identifiable?
- ☐ Who from the local organising committee communicate with spectator services and keep in contact with the ticketing agency and how often?
- ☐ Have all functional areas, especially security and spectator services had the ticketing process explained to them and seen examples of the tickets?
- ☐ Is there a separate "will call" ticket collection point for those collecting tickets and do all stakeholders know where it is?
- ☐ Is the ticketing booth located in a convenient location, easy to see and close to the venue?
- ☐ Have drinks, meals, chairs, comfort breaks been provided for spectator services staff and sufficient cover arranged during lunch and toilet breaks?
- ☐ What is the capacity in the venue, does it comply with the local authority safety standards against overcrowding and enable easy emergency evacuation?
- ☐ What are the procedures for overcrowding, violence and venue evacuation for spectators?
- ☐ Do spectators exit the venue through the same entrance they came in?
- ☐ How many sessions per day will there be and how many seats per session?
- ☐ Will tickets be for specific seated positions, random and/or standing areas?
- ☐ How are tickets to be sold before the event and during the event?
- ☐ If using an external ticket promotion and distribution company, is there a valid link from the website of the LOC and World Archery website to their website and does it work?
- ☐ Will there be a prior online sign up campaign for spectators to register their interest and also allow the LOC to collect data on potential spectators?
- ☐ Will the tickets be paid and distributed or a registering process only?
- ☐ If operating a paid ticketing and non-ticketed area, what extra do the ticketing spectators get over those spectators that do not pay?
- ☐ What will the tickets be, a printed ticket produced by the LOC, paper ticket printed off by the spectator themselves, rubber band, arm band or scarf?
- ☐ What are the methods of getting tickets, website, telephone, ticket booth?
- ☐ What other languages does the spectator services team speak and when are they working to call upon them should a spectator speaking another language need assistance?
- ☐ Do any of the spectator staff have medical first aid experience?

- ☐ If tickets will be sold online, how soon before the event will the online sale not be accepted?
- ☐ Does the online website ticketing link work, how often will this be checked and by whom?
- ☐ Have you, family or friends tried to purchase a ticket for the event, was it easy, and was it a positive experience?
- ☐ How many ticket prices will there be, 1 price for all or various categories?
- ☐ Will there be a special promotion for schools and community groups?
- ☐ Is each session and day clearly marked on the ticket to avoid confusion?
- ☐ Are there tickets/seats for the disabled and chaperones and is there extra experienced staff to assist them to their seat?
- ☐ Are there special ticket prices for the elderly, pensioners (e.g. over 60 years old), students and children (e.g. under 16 years old)?
- ☐ What is the youngest age someone needs to be to have a ticket?
- ☐ Is there a special price for those spectators wishing to purchase tickets for more than one session or day?
- ☐ How do people purchase tickets if they do not have access to the website, is there a telephone number or ticket booth for them to refer to?
- ☐ Can people buy tickets or pay on the day?
- ☐ Will the ticket be bar coded?
- ☐ How are tickets made valid, i.e. crossed with a pen, torn, tab torn off?
- ☐ Can spectators retain their ticket as a souvenir?
- ☐ Is the ticket a onetime venue entry i.e. once a person has left the venue there is not re-admittance?
- ☐ Is there a refund policy, for unwanted tickets? Can spectators sell back the ticket to the distributor to put back on sale for purchase?
- ☐ Will there be a review and evaluation on the spectator services operations after the event to improve for future events?
- ☐ If the event is not ticketed, what methods are in place to record the attendance for each session? Might be wise to have an online service to allow people to register their wish to attend and print their e-tickets at home and collect their data.
- ☐ If the event is not ticketed, how can spectators reserve their seating for the sessions they wish to see, especially if they are spectators from other countries?
- ☐ What are the fire and evacuation procedures for spectators?
- ☐ What are the policies and procedures should spectators become aggressive or too enthusiastic to endanger or disturb other spectators or even the competition?
- ☐ Have procedures been discussed and established should spectators invade the main FoP with security, competition manager, chairperson of judges and technical delegate?
- ☐ What is the procedure for a medical incident in the spectator stands, who raises the alarm and at what level does the medical incident stop competition?
- ☐ Will there be a spectator guide or programme? If so, will it be printed, online, given when at the venue or on sale with the ticket via mail or email?
- ☐ Are spectator activities spaced out across the venue to prevent large queues?
- ☐ Is there a separate drinks stands from the food stand and at opposite sides to prevent queues?
- ☐ Is there a tax added for selling tickets?
- ☐ What are the differences between accreditations and tickets?
- ☐ Does an accreditation give access to public seating?
- ☐ Have spectators been informed that they need to sign the liability and visibility waivers (use of their photographs or video images at the event for non-commercial purposes). Please refer to the appendix in the Organisers' Agreement.

- ☐ What do you do with spectators in between sessions?
- ☐ What is there for spectators to do at the event venue?
  - try archery and find out their nearest local club
  - purchase event merchandise
  - buy food and drinks
  - view results and the competition draw
  - fan zone to get athlete autographs/photos/selfies
  - purchase archery equipment from exhibitors/sponsors
  - photo opportunity with a mascot, competition bow and or the venue
  - interaction with the venue mascot
  - Museum artefacts related to archery and/or the venue
  - Anything already existing within the venue being used for the event

## Notes

Clearly define and establish what a security issue is and what a spectator services issue is. When does, or at what point does the spectator services role end and a security or police role begins regarding the handling of spectators.

Tickets should ideally be available for each session rather than 1 ticket for all the sessions in that day. This will enable more spectators to have access to the event, prevent empty seats from spectators that leave early and an opportunity to refresh the seating bowl. A new wave of spectators brings in a new energy, excitement to the venue and atmosphere for competing athletes. Generate maximum monies raised by ticket sales, merchandising etc?

Think about any previous events you have attended. Was it a good experience, value for money, easy to get around the venue, what was good or bad about spectating at that event?

If there is to be a spectator guide, it is recommended to have the following content:

- Event, Event title, Date, Event logo, Venue location
- "Plan your trip" how to get to the venue by public transport, car or walking and time needed
- Venue Map to show venue location, venue entrance/exit routes, disabled access/parking, toilets, public transport links, merchandise, food and drink, medical areas, information desks, ticket resolution, smoking areas, baby changing, lost property/lost children and seating blocks
- Archery introduction, history
- Competition schedule/session time
- Athletes competing, athlete biographies
- How to watch archery, i.e. can spectators make noise, when, turn off mobile phones and no flash photography
- How and when can spectators get to their seat, i.e. pauses between shooting
- Basics about archery, competition format and how to find the local club
- What can/cannot be brought into the venue, such as light pointers, whistles, illegal substances, liquids and weapons etc
- Where and how to dispose of rubbish
- Sponsors logos
- Top tips list 10 of the most important tips to ensure spectators enjoy the event to the maximum i.e. credit cards are not accepted, arrive 90mins prior to competition, only small bags will be allowed on venue, bring an umbrella, sun cream or sun hat and sun glasses
- Legal terms and conditions (see organiser agreement)

## 4.7 TICKETING

### Aim

For Local organising committees to understand the benefits and reasons for ticketing an event and to develop a ticketing strategy to maximize potential revenues.

### Purpose

Ticketing is used to primarily generate revenue for the local organising committee but also allows a wide range of spectators to access an event and arrange seating positions logically in venue stadia. Ticketing allows local organisers to monitor and control the access to sessions and gather significant data/information on spectator profiles to later evaluate the success of any marketing and promotional campaigns executed.

### Responsible Person

Ticketing is a combined responsibility of the Marketing Promotions Manager, Event Manager and Venue General Manager to devise the most successful and safest method for spectators to gain venue access to watch archery.

For event managers organising archery at major multi sporting events, such as the Olympic Games, there is usually a Ticketing Department who will consult with the Venue General Manager, Sport Manager and Spectator Services to begin creating a successful ticketing strategy for archery. It is important for the archery event manager to inform the ticketing department the competition format/structure and seating formation usually used for spectators to maximise their enjoyment in watching the competition.

### People Required

- Marketing and Promotions Manager to create and execute a successful promotional campaign to advertise the event and inform spectators how they are to gain access to the venue i.e. registering or purchasing tickets.
- Archery specialist to inform about the competition schedule to establish the quantity of sessions in the event and seating designs for a positive spectator experience.
- Venue General Manager and/or Architect to design and construct the necessary seating capacity for the demand of spectators.
- One or two people to manage the ticketing distribution on the event website, or through an external ticketing promotions company.
- Some people may be required to operate a ticketing booth on the venue during the event to manage any ticketing issues and sell any tickets that may be returned or made available on the day.
- Depending on the size of the spectator stands, there will be a need for several people to advise and guide spectators to the correct stand and seating area for the ticket they have.

### Equipment

- Fully operational and frequently updated website with clear instructions indicating the competition schedule, sessions and how spectators gain access to watch the event/purchase tickets.
- Clear signage indicating where the ticketing booth is located and opening hours.
- Communication device (radio or mobile phone) between the ticketing booth and spectator services for crowd management. Might be a good idea to have a spare in case of failure.
- Local Organising Committees may need a credit card machine to accept credit card payments for tickets and marker pens which identify forged notes could also be an option.

## Recommended spectator stands specifications

- Tiered seating, stable, temporary, and adhering to building safety regulations
- Rear loading, for example spectators enter from the back of the stands, to ease disturbance to athletes and watching spectators. If this is not possible, then access from both sides
- Roughly 16m–20m apart from each other either side of the main FoP and at a 6 degree angle from the shooting line and targets to improve sightlines
- Seats should be fixed plastic chairs and easy to clean wipe dry
- The first row should ideally be measuring 1.5m from the ground so that the first row of spectators can see over the TV cameras, camera operators and photographers
- Plenty of aisle to allow easy egress and ingress of spectators
- VIP sections should have a roof to protect against the weather for outdoor events
- Provision of Bins next to the entrances/exits to prevent littering

## Timeline

- Seating and pricing plan should be ready for review by World Archery 8 months in advance and if entry is to be free or sold ticketing
- Ticketing and promotional activities should be decided 12 months before the event
- Tickets should be on sale 4-6 months in advance.

## Check List

- ☐ If the event is being staged in a public/touristic area, do the local authorities permit the event to sell tickets?
- ☐ How many spectators are there to be in the venue, and in the stands?
- ☐ What are the bid commitments/promises and are they being met with the current ticketing strategy?
- ☐ What does success look like for the LOC, full stadia or revenue?
- ☐ What are the ticketing objectives: maximum revenues; full stadia; accessible and affordable? Needs to be a blend as maximum revenue contradicts a full stadia and accessible and affordable.
- ☐ What was done at previous archery or non-archery events regarding ticketing? What were the prices, marketing promotion activities, distribution methods and were they successful i.e. full stadia and without financial loss?
- ☐ What do people get by attending this event, watching the best athletes in the world competing, great views, try archery experience, merchandise, entertainment, short, energetic sessions, easy to understand and follow?
- ☐ How many competition sessions will there be? Note, sessions should be no more than 2 hours to 2 hours 30mins to encourage a change of new spectators, prevent boredom and increase revenue potential.
- ☐ Is the event going to be ticketed or not, paid or free entry?
- ☐ What will be the marketing and ticketing promotion activities and when do they happen?
- ☐ Do the promotional activities involve a local athlete, national team, and recognisable venue or person, recent archery success by an athlete/national team or to launch high profile sponsor involvement?
- ☐ How open and encouraging are the ticketing promotions, do people understand and believe the event was for them rather than other people?
- ☐ Is it possible for athletes, officials, World Archery staff, LOC staff and volunteers to obtain tickets and/or VIP passes? If so, what is the process?
- ☐ Has seating been reserved for noncompeting athletes, coaches, officials, World Archery staff and off duty LOC staff/volunteers to sit and watch?

- ☐ Where do wheelchair users and the disabled sit in the venue and is it easily accessible?
- ☐ Is there disabled seating and positions/areas reserved for wheelchair users and seating for their helper/assistant to be next to them?
- ☐ Is it possible for wheelchair users, disabled spectators and their helpers/assistants to purchase tickets?
- ☐ Has there been a budget allocated for ticketing, for example, printing of tickets, website, fees when using a ticketing distribution and promotion agency?
- ☐ What are the operational dates and times for the ticketing booth, how many hours before the session do they open?
- ☐ Are ticketing staff and spectator services, clearly identifiable?
- ☐ Who from the local organising committee communicate and keep in contact with the ticketing agency and how often?
- ☐ Have all functional areas, especially security and spectator services had the ticketing process explained to them and seen examples of the tickets?
- ☐ Is there a separate "will call" ticket collection point for those collecting tickets and do all stakeholders know where it is?
- ☐ Is the ticketing booth located in a convenient location, easy to see and close to the venue?
- ☐ Have drinks and meals been provided for the ticketing booth staff and sufficient cover arranged during lunch and toilet breaks?

### **If the event is ticketed**

- ☐ What is the capacity in the venue, does it comply with the local authority safety standards against overcrowding and enable easy emergency evacuation?
- ☐ How many sessions per day will there be and how many tickets per session?
- ☐ Will tickets be for specific seated positions, random and/or standing areas?
- ☐ Will tickets be sold using a ticketing agency? What is their experience/success, promotional and distribution methods?
- ☐ What are the expectations of the LOC and are the ticketing agency aware and understand these expectations?
- ☐ Has it been established between the LOC and ticket agency what costs and services are to be covered?
- ☐ Does the ticketing agency expect a share of the revenue? How much do they cost?
- ☐ Is the ticketing agency active and promoting your event evenly compared to their other clients?
- ☐ Do the ticket revenues have to be taxed, shared with the local authority and/or venue owner?
- ☐ If using an external ticket promotion and distribution company, is there a valid link from the website of the LOC and World Archery website to their website and does it work?
- ☐ Will there be a prior online sign up campaign for spectators to register their interest and also allow the LOC to collect data on potential spectators?
- ☐ Will the tickets be paid and distributed or a registering process only?
- ☐ If operating a paid ticketing and non-ticketed area, what extra do the ticketing spectators get over those spectators that do not pay?
- ☐ What will the tickets be, a printed ticket produced by the LOC, paper ticket printed off by the spectator themselves, rubber band, arm band or scarf?
- ☐ What are the methods of getting tickets, website, telephone, ticket booth?
- ☐ Does the online ticketing system also need to be in another language?
- ☐ If tickets will be sold on line, how soon before the event will online sale not be accepted?

- ☐ Does the online website ticketing link work, how often will this be checked and by whom?
- ☐ Have the ticketing links been given to World Archery, Member associations, National Governing Body, Tourist Board, Event Organisations and Venue website?
- ☐ Have you, family, friends tried to purchase a ticket for the event, was it easy, was it a positive experience?
- ☐ How many ticket prices will there be, 1 price for all or various categories?
- ☐ Will there be an early booking promotion such as, a discount for multi bookings, early bookings or priority to archery national members?
- ☐ Will there be a special promotion for schools and community groups?
- ☐ Are there tickets for the disabled and chaperone areas and can they be purchased using the distribution methods selected?
- ☐ Is the ticketing pricing family friendly?
- ☐ Are there special ticket prices for the elderly, pensioners (e.g. over 60 years old), students and children (e.g. under 16 years old)?
- ☐ What is the youngest age someone needs to be to have a ticket?
- ☐ Is it possible for group tickets to be purchased, such as an archery club, youth organisation or company and is there a special rate?
- ☐ Is there a special price for those spectators wishing to purchase tickets for more than one session or day?
- ☐ How do people purchase tickets if they do not have access to the website, is there a telephone number or ticket booth for them to refer to?
- ☐ Can people buy tickets or pay on the day?
- ☐ Is there a refund policy, for unwanted tickets? Can spectators sell back the ticket to the distributor to put back on sale for purchase?
- ☐ Try to check that only agreed distribution outlets are selling event tickets and that other non-agreed outlets are not selling tickets and at a different price.
- ☐ Have the local tourist board, venue and hotel information desks been informed about the event and are they willing to sell/distribute tickets?
- ☐ Taking in to consideration the countries participating, are there any companies or communities with the same nationality and have they been contacted informing them about the event to support their team?
- ☐ Will there be a review and evaluation on the marketing and ticketing promotion/distribution after the event? Was the time management successful, i.e. did everything happen as and when it should; how will the event be judged: full stadia; was the event entertaining and did spectators have a great time?
- ☐ Is each session and day clearly marked on the ticket to avoid confusion?
- ☐ Are there any city/regional taxes on ticket sales?
- ☐ Who is getting the benefit of ticket sales?
- ☐ Does an accreditation give access to ticketed areas and what are the limitations?
- ☐ Who can make the decision to open the ticketed areas to non-ticket holders close to the end of the event to have full seating
- ☐ Does a ticket give any reduction on public transport or parking?
- ☐ What parking facilities are available?



## On the ticket

☐ Does the ticket clearly state:

- Event
- Event title
- Date
- Session time
- Venue location
- Seating stand
- Block
- Row
- Seat
- What can/cannot be brought into the venue,
- Mark not for resale
- Sponsors logos
- Legal terms and conditions (see organiser agreement)

☐ Will the ticket be bar coded?

☐ How are tickets made valid, i.e. crossed with a pen, torn, tab torn off?

☐ Can spectators retain their ticket as a souvenir?

☐ Is the ticket a onetime venue entry i.e. once a person has left the venue there is not re-admittance?

## If the event is not going to be ticketed

☐ What is the capacity in the venue, does it comply with the local authority safety standards against overcrowding and enable easy emergency evacuation?

☐ What methods are in place to record the attendance for each session? Might be wise to have an online service to allow people to register their wish to attend and print their e-tickets at home and collect their data.

☐ How can spectators reserve their seating for the sessions they wish to see, especially if they are spectators from other countries?

## Notes

Tickets should ideally be available for each session rather than 1 ticket for all the sessions in that day. This will enable more spectators to have access to the event, prevent empty seats from spectators that leave early and an opportunity to refresh the seating bowl. A new wave of spectators brings in a new energy, excitement to the venue and atmosphere for competing athletes.

Think about previous events tickets you have attended/purchased tickets for. Were tickets easy to obtain, how soon before the event were they available, what distribution methods were used? Were the tickets affordable and after the event was it value for money?

80% of ticket sales will come from people 2hrs drive away from the venue, 20% of ticket sales will come from people beyond the 2hrs drive.

Different sessions do different things, for example, preliminary rounds compared to medal finals

Make ticket prices affordable, i.e. USD\$20 to get new customers/spectators into the venue. If starting at USD\$50, unlikely people will enter the venue to see a new sport they are not familiar with.



# Organisers' Event Manual



## Evaluation



## 5. EVENT EVALUATION

### Aim

To know if the event was a success, learn what went well and what could have been done better to improve for the next event, there needs to be an evaluation process by the local organising committee after the event.

### Purpose

For organisers to take the time to review, debrief on all aspects of the event to learn and establish what went well and what didn't.

Have the reasons for staging the event and the goals and objectives set in the bid phase been achieved? For Event Directors to identify what has been achieved from the event and what positive impacts have come from hosting a World Archery event.

Develop and gather concrete data of what methods, quantities and practices actually worked to gain the knowledge that can be transferred to the next event or indeed the next organising committee of the event.

### Responsible Person

Everyone in the local organising committee is responsible to evaluate and identify what worked well and what didn't in their respective areas/function. There should be an opportunity for everyone to feedback their findings in a group or individual debrief exercise to suggest ways to improve for the future. This feedback should be recorded and grouped together in a report for reference in the future or for other organisers to use.

Everyone should take note of what was changed before, during and after the event and why. Update all the competition, practice and transport schedules and quantities with the new data after the event. This will make future events more efficient in terms of workforce, supplies, choice of equipment and finances.

The evaluation process should be managed ideally by one person, the Event Manager/Director with the support of the other managers/heads of area in order to collate and record all the findings from the evaluation process. Once all the feedback is collected, analysis should be made and compared to what was put in the original bid document.

The Event Manager/Director might be expected to evaluate and present the findings to the local organising committee executive board and/or local government/ sponsor to justify their involvement and support. This is also a great opportunity to show what positive impact and how much appreciated their support was giving that "feel good factor to them" which could in hand, sell the idea to generate more support and funding for the future.

## People Required

Event Manager/Director	<input type="checkbox"/> Organise and coordinate with the managers and heads of functional areas to debrief with their teams, collate information and learnings for evaluation and comparison to the bid document <input type="checkbox"/> Present to the local organising committee executive board, local government and sometimes sponsors the positive impact and achievements the event generated and the contributions their support gave
Finance Manager	<input type="checkbox"/> To review all costs/expenditure after the event, compare the initial forecasted budget to the actual end of accounts to establish what forecasts were correct and which needed adjusting
Functional head of areas	<input type="checkbox"/> Coordinate a debrief with team members, collate information and learnings for evaluation and comparison to the bid document
Local Organising Committee Executive Board	<input type="checkbox"/> To provide constructive feedback on the event <input type="checkbox"/> Review evaluation/debrief findings
Local Government Authorities	<input type="checkbox"/> To provide constructive feedback on the event <input type="checkbox"/> Review evaluation/debrief findings
Sponsor	<input type="checkbox"/> To provide constructive feedback on the event <input type="checkbox"/> Review evaluation/debrief findings
World Archery Event Director	<input type="checkbox"/> To debrief and review with Event Manager/Director on a daily basis during the event and also immediately after the event <input type="checkbox"/> Review and plan on ideas and concepts and improvements for future events

## Equipment

- Original bid document
- Original event operational/documents, schedules, orders and files to review and update
- Meeting space

## Timeline

Date	Activity
Once event has been awarded	<input type="checkbox"/> Monthly meetings between the Event Manager/Director and the heads of functional areas/contractors to plan, evaluate and revise event delivery/ services to match the bid, event concept and goals <input type="checkbox"/> Report to the Local Organising Committee Executive Board and sometimes the Local Governmental Authority on event delivery progress and finances
A minimum 12, 9 or 6 months prior to the event (depending on the event and if the LOC have hosted a World Archery event before)	<input type="checkbox"/> World Archery Event Director will arrange an inspection visit to meet with the Event Manager/Director to observe and evaluate hotels, qualification and finals venues. <input type="checkbox"/> Discuss and review event delivery and event operations to ensure all is being delivered as promised in the bid, to standard and on time
Minimum 1 month before the Event	<input type="checkbox"/> Regular weekly meetings/contact with the heads of areas and World Archery Event Director evaluating the current progress in the delivery of the event and raise and address any issues.
Once on venue	<input type="checkbox"/> Short daily morning meetings to give updates and headline duties for the day <input type="checkbox"/> Daily evening meetings to report progress, issues and plan activities and allocate duties/responsibilities for the coming days
During the event	<input type="checkbox"/> Short daily morning meetings to give updates and headline duties for the day <input type="checkbox"/> Daily 15-30 minute meetings with World Archery Event Director and Secretary General to discuss event delivery, solve any issues that may arise and review the transferring to and build of the finals venue <input type="checkbox"/> Daily evening meetings to report progress, issues and plan activities and allocate duties/responsibilities for the coming days
Day after the event	<input type="checkbox"/> Debrief and review between the Event Manager/Director and World Archery Event Director to review event delivery, plan on ideas and concepts and improvements for future events

## Check List

- ☐ Has an evaluation process been created?
- ☐ Have all the heads of functional areas been made aware of the evaluation process, how it should be coordinated and communicated to their team members?
- ☐ Has everyone in the Local Organising Committee been informed about the evaluation process and to keep record of all changes/corrections and amendments to schedules, quantities and operations to help for future events?
- ☐ Have regular meetings (daily, weekly or monthly) been arranged with all the heads of functional areas to evaluate event progress and event delivery?
- ☐ Have dates and times been set and communicated for evaluation and debrief meetings before, during and after the event?

- ☐ When is the prior event inspection visit of the World Archery Event Director and what areas will be discussed/observed during the meeting?
- ☐ What time and where will the daily debrief meetings take place during the event between the Event Director/Manager and World Archery (Event Director/Secretary General)?
- ☐ Was the event a success and what is there to illustrate/measure the success of the event?
- ☐ Were the event objectives and goals stated in the original bid met?
- ☐ What legacy remains after staging the event?
- ☐ What learnings have been learned to improve the event delivery for next time?
- ☐ Has an impact analysis been made and matches what was mentioned in the original bid to establish, illustrate and quantify the positive impact that has been created from staging the event?
- ☐ Were the organising committee executive board, local government authority and sponsors satisfied with the event?
- ☐ The new potential sponsors that did not sponsor the event on this occasion but were invited as a guest to observe the event, have plans been made to approach them after the event to show them benefits of being involved in the event and the positive impact of the event?
- ☐ If the event has been awarded for more than one occasion, have the dates for future years been established and convenient with the venue, hotels and city?
- ☐ Were the event dates chosen ideal, considering such factors of weather, temperature, daylight, off peak season for travel and accommodation etc?
- ☐ Did the event end up clashing with any other archery event, major sporting or other event/festival in the local area, city, country or international sporting calendar of events and what impact, if any, did it have on your event?
- ☐ Was a financial analysis completed to establish the final event costs and compared these costs to identify if the forecasted budget to stage the event was correct?
- ☐ What financial improvements can be made?
- ☐ Were alternative financial sources required for the event due to a sponsor or government funding pulling out? If so, what alternative funding was sourced?
- ☐ What were all the key dates and deadlines for successful event delivery, were they met and what can be improved?
- ☐ Has the Event Director/Manager met with the World Archery Event Director to review event delivery, building schedule and operations?
- ☐ Have all parties been informed about the success of the event/positive impact and thanked individually and/or personally for their support?
- ☐ Have all hotels and venues been revisited to collect their feedback on their involvement with the event and are they interested in being involved in the future?
- ☐ Have provisional reservations been made for the chosen venue and hotels for the next event?
- ☐ Have all invoices been sent out/paid and are all finances concerning the event balanced and closed?
- ☐ Has the World Archery Communications Manager been contacted to review the media activities of the event?
- ☐ Has a meeting been scheduled after the event to evaluate the finances, learnings and to see if the goals and objectives have been achieved in staging the event?

## Notes

Was it worth hosting the event, why and were the objectives/goals for staging the event met?

### Which goals and objectives were achieved by the club or organising committee?

- Increased awareness, exposure and profile of the sport of archery
- Increased membership and participation of archery at the local and national clubs
- Increased the profile and promoted the capabilities of the organising committee
- Provided home advantage for the national team to qualifying for a specific multi sporting event
- Brought international competition locally for national athletes to compete against and develop their progress
- Developed archery in a specific region, province or city
- Generated finances for a facility or federation
- Raised the profile of local sponsors to a particular audience
- Tested specific functional areas for another event
- Used an existing facility that was not currently used frequently

### Which goals and objectives were achieved by the Host city?

- Increased exposure, promotion of the city
- Brought trade to the local hotels and restaurants during a quiet/off peak period
- Increased national and foreign tourism to the city
- Raised awareness and profile of the city
- Redeveloped land to improve the environment and a new facility for legacy use by the local community, local and national teams or a venue to host many more national and international archery events
- Increased the city's portfolio and strengthened the perception of staging an event for future bids such as, for multi sporting events in the future.

### Impact Analysis

- Looked at the state of archery locally and nationally before the event and found ways in which to measure what archery looks like after the event to identify and quantify the positive impacts made from hosting
- Looked at the current profiles and distribution of archery, venue, host city, or sponsor and can now illustrate ways to quantify the positive impact after staging the event
- Measured the positive impact achieved for the local area from hosting the event and reviewed the statistics/data such as:
  - Revenue generated from the event
  - Final athlete and team official attendance
  - Final spectator attendance and ticket sales
  - What was the athlete and spectator feedback
  - What was the TV distribution
  - Measure the local and national media coverage received
  - Amount of social media activities, Facebook, Twitter and YouTube activities
  - Increased club and national archery membership over the following weeks, months and year after the event
  - The amount of people that tried archery at the "try archery" activity
  - Increased consumer use and sales of local products, facilities and services such as, restaurants, hotels, suppliers that produced items/services for the event

## 5.1 FEEDBACK FORM

World Archery is committed to continually improve and update the Organisers' Event Manual for its organisers, to ensure the manual is up to date and relevant for use.

For this to be guaranteed, World Archery would appreciate your open comments and suggestions by completing and returning the below form.

Note: Any suggestions become the property of World Archery that can and may be used in future editions.

Section:		Page:	
Comments/Suggestions:			
General feedback on layout or usefulness:			
Submitted by:			
Email Address:			
Date:			



# Organisers' Event Manual



## Definitions



## 6. DEFINITIONS

**16.9 Video and Screen Format:** an aspect ratio with a width of 16 units wide and height of 9. This format has become the most common aspect ratio for sold televisions, computer monitors and is also the international standard format of HDTV, Full HD, non-HD digital television and analogue widescreen televisions.

**Arrow Collector:** A person or device that transports the arrows of athletes' that have been shot and scored from the target area to the shooting area.

**Athlete:** A person who has registered for and competes in World Archery events.

**Athlete Agent:** A person appointed by the athlete or participating team to represent them at the target to call/score their arrow values and retrieve the athletes' arrows out of the target.

**Athlete Ceremony Escort:** A person that accompanies athletes during a victory ceremony guiding them on the correct route to the podium/presentation area.

**Athlete Marshal:** A person or persons that check the athlete practice and warm up areas are satisfactory. Inform athletes and coaches when their match is approaching, according to the competition schedule and guide them through the practice and warm up facilities to be in time to enter the main Field of Play for their match.

**Athlete Number:** Also known as "back number" is piece of waterproof material, measuring a minimum of 21cm × 15cm, with the athletes target assignment for the qualification tournament or rank for the elimination phase of the competition.

**Athlete Official (AO):** A person that has registered as a Team Manager, Assistance Team Manager, Coach, Assistance Coach, Physiotherapist, and/or Translator at a World Archery event.

**Back of House:** An accredited area consisting of the operational workings of the venue/event, such as local organising committee offices, World Archery offices, athlete lounges/storage, sports equipment storage, logistics, volunteers/workforce/technical official areas, TV/broadcasting areas, results,/timing and scoring offices, media centre and clean catering and waste.

**Chair of Judges:** A fully certified and valid international World Archery judge appointed by the World Archery Judge Committee to chair and manage the judges for that particular event.

**Clean Feed:** Footage/images that have no TV graphics imposed on them

**Coach:** A person that teaches and advises athletes on the technical aspects of the sport of archery.

**Commentator Information System (CIS):** PC to provide relevant data to the commentator in live

**Competition Manager/Sport Manager:** A person who responsible for organising, planning and managing the sporting competition. They are in control of the progress of the competition and attends to all tasks related to the delivery of the sporting competition in close cooperation with the World Archery Technical Delegate, the Chairman of the Judges, and all functional areas on the venue.

**Competition Schedule:** A document to outlines the activities of the competitions such as, event, discipline, category, the dates and times they are scheduled to happen.

**Converters:** A converter is needed to decode a signal or data from one format to another in order to successfully transmit between one device to another.

**DCAS (Detailed Competition Schedule):** A document that accurately schedules and records all activities that are to happen for each session, day and the time they are to be performed by each functional area. Assists the reader to understand of what is happen, when, by whom and in what order activities are to happen.

**Director of Shooting (DoS):** A national or international judge appointed by the local organising committee, judges committee (or World Archery for the World Cup Final). The DoS role is to ensure the safety of all shooting ranges such as, the main FoP and practice ranges, and operate the timing signals for shooting.

**Electronic News Gathering (ENG)** is a description used by the broadcasting news industry describing a method used by television producers, reporters and editors making use of electronic video and audio technologies for gathering and presenting news. ENG can involve a lone journalist taking a single professional video camera out to film a story/news item or to an entire television crew taking a production or satellite truck on location to do a live television news report for an outside broadcast newscast

**Event Tool Box (ETBox)** is a plug and play TV and sports presentation show production system developed by World Archery. The Event Tool Box enables organisers to operate a similar but basic TV and sports presentation show production themselves but at a reduced costs. Ideal for local organising committees' that do not have the budget or high demand for a full professional TV and sports presentation production but still wish to generate images for live streaming or record images of their event.

**FalcoEye:** Is a Hungarian company that has produced software and hardware that uses lasers to establish the location of arrows on the target, awards arrow values and feeds the World Archery results system with that data. The FalcoEye system has been used at various World Archery events such as, World Championships, World Cup and World Cup Finals.

**Feed:** Footage being transmitted via a signal to a device

**Field of Play (FoP):** The archery range where the competition is located.

**Field of Play (FoP) Attendant:** Person from the local organising committee, usually a volunteer that sets up and maintains the field of play for the event.

**Footages:** Is the raw, unedited material as it had been originally filmed by a movie camera or recorded by a video camera which usually must be edited to create a motion picture, video clip, television show or similar completed work.

**Front of House:** An area to be seen and open to the general public consisting of ticketing booths, information/help desks, medical, spectator areas, try archery activities, merchandise, food/drink concessions/cafes/restaurants and public toilets.

**Functional Area (FA):** An area that functions for the event such as, Accreditation, Volunteer Recruitment, Clean Catering and Waste, Ticketing, Results, Entries, Technology, Transport, Security, Accommodation, Medical Services, Anti-Doping, Media, TV/Broadcasting, Sport Presentation, Protocol, Victory Ceremonies, Athlete, World Archery, Spectator and Technical Official Services.

**Getty Images** – an international photo agency that World Archery uses to distribute its official images from some major international events.

**(HD) High Definition:** A term used to describe a resolution that determines the quality of an image by how many pixels it has within it. HD is a higher quality than SD.

**HDMI High Definition Media Interface:** A term used to describe an audio and video interface for transmitting digitally.

**HDMI Splitter:** A device that takes an image and distributes that image at the same time to other high definition output devices.

**Host City:** A city or community that has signed the World Archery Organisers' Agreement to host a World Archery Event.

**Image distribution** – effectively sharing photographs taken at event with media, press and agencies

**Information Desk:** Usually located in athlete areas and close to transport pick up and drop off areas. The information desk is where athletes, coaches and athlete officials can collect information regarding the events such as, results, transport schedules, competition schedules, venue plans, notices, announcements and sometimes information on

the local area and activities. It is a main point of contact between teams and competition management at which sport information is distributed.

**International Federation (IF):** an organisation that manages and develops a sport globally. For Archery this is the World Archery Federation

**International Olympic Committee (IOC):** A Swiss non-profit, non-governmental organisation based in Lausanne, Switzerland and created by Pierre, Baron de Coubertin, on 23 June 1894.

**International Paralympic Committee (IPC):** An international non-profit organisation and global governing body for the Paralympic Movement founded on 22 September 1989 in Düsseldorf, Germany,

**International Technical Official (ITO):** Official/judge that has a fully qualified/certified International Judge level awarded from World Archery.

**Judge:** A person who has passed/participated at the current World Archery or national association officiating examination and seminars. Also referred to as an ITO (International Judge) or NTO (National Judge) at multi sporting events.

**Jury of Appeal:** A collection of three (3) people consisting of officials and/or team managers appointed by World Archery to ensure fairness and fair play in competition. A jury will be called to review individual cases should an athlete, athlete official or team feel the rules and fairness have not been met.

**Last Mile:** An area, roughly measuring 1 mile radius, immediately surrounding the venue of the event that the local authorities manage with the LOC and all stakeholders travel through to get to the venue easily.

**Live Streaming:** Refers to footage/images/content being filmed live by a device (video cameras) on site and immediately convert and distributed over the Internet and deliver to the end user (the viewer).

**Local Organising Committee (LOC):** A collection of people organising and delivering the World Archery event.

**LUX:** A measurement used to define the quantity and level of illumination (light) per square metered area.

**Main Press Centre (MPC)** – at multisport events, a place for media persons to work at a central venue (such as Olympic Park).

**Media Bibs** – (Photography, TV, Media) bibs given to members of the media (either within or outside the LOC/World Archery team depending on requirement) allowing persons additional access.

**Media Centre** – a place for media persons to work at the competition venue.

**Media invitations** – process of inviting press and photographers to event

**Medal Bearer:** Usually 3 volunteers, can be male or female, sometimes dress in traditional clothing, carrying the medals of the event for the victory ceremony.

**Medial and Sports Science Committee:** A World Archery committee constructing of four (4) people, from four (4) different continenty specialising in the medical and sports science aspect of archery.

**Member Association (MA):** A national federation that is affiliated to World Archery and manages the sport of archery in their country.

**Membership Number:** A number or alphanumerical number given to a person who has joined a member association or national federation.

**National Federation (NF):** An organisation that manages the sport of archery in their country.

**National Technical Official (NTO):** Official/judge that has a minimum national judging level qualification/certification.

**OB Van:** Outside broadcasting vehicle that acts as a remote broadcast television studio that is built inside a large truck to be mobile and go to produce live radio and television production at other locations.

**Olympic Results and Information Services (ORIS):** Is a process operated by the IOC together with the International

Federations, Organising Committee, Games Technology providers and media representatives. It defines the reports to be generated and the contents of the results systems, sport by sport, for the INFO system for the Olympic Games.

**Organiser's Event Manual (OEM):** A World Archery document created to advise and guide local organising committees to deliver World Archery events to a consistent level.

**Organisers' Agreement:** an agreement or contract between the Local Organising Committee and World Archery.

**Organising Committee (OC):** A collection of people organising and delivering the World Archery event.

**Paralympic Results and Information Systems (PRIS):** Is a process operated by the IPC together with the International Federations, Organising Committee, Games Technology providers and media representatives. It defines the reports to be generated and the contents of the results systems, sport by sport, for the INFO system for the Paralympic Games.

**Photographer Marshall(s)** – LOC staff/volunteers responsible for photographers during competition: access, facilities and assistance

**Photography positions** – area(s) on the field of play in which photographers may position themselves during competition. During finals, it is preferable for this to be clearly split from field of play with barrier/look. Some photography positions, such as for awards ceremonies, may be temporary.

**Qualification Round:** A World Archery competition format that all participating athletes compete in, such as, (72 arrows at 70m for recurve and 72 arrows at 50m for Compound). The qualification round will establish which athletes and teams make the cut and progress to the elimination head to head phase of the competition. After the qualification round, each athlete will be ranked according to the score they achieved. The athlete with the highest score in a category/bow discipline will be ranked first, the athlete with the second highest score will be ranked second and so on. Ranked athletes will then be placed into a head to head elimination draw bracket to ensure the top ranked athletes do not meet each other until the later stages of the competition.

**Ranking Round:** A World Archery competition format that all athletes participate in to obtain a ranking for the head to head elimination phase of the competition to ensure the top ranked athletes do not meet until the later stages of the competition. The Ranking Round consists of each athlete shooting 72 arrows at (70m for recurve and 50m for Compound) within set time limits. After the ranking round, each athlete will be ranked according to the score they have achieved. The athlete with the highest score in a category/bow discipline will be ranked first, the athlete with the second highest score will be ranked second and so on.

**Results Timing and Scoring (RTS):** A system that has been devised to coordinate and operate the timing and signalling sequences for athletes obey when shooting and a results team to collect and collate the results for the event.

**Satellite News Gathering (SNG)** is the use of mobile communications equipment for the purpose of worldwide news casting. Mobile units are usually vans equipped with advanced, two-way audio and video transmitters and receivers, using dish antennas that can be aimed at geostationary satellites.

**Secretary General:** A person, usually a full time employee, who is chief administrator of an organisation such as finances, staff management structure and overall operations.

**(SD) Standard Definition:** A term used to describe a resolution that determines the quality of an image by how many pixels it has within it to make the image. HD has an image of higher quality compared to SD.

**Shooting Format: ABC or AB-CD:** To describe a shooting format that is to be used in a qualification/ranking round phase of the competition. For example, three (3) athletes to a target when shooting A-B-C format (single shooting line no rotation) or four (4) athletes to a target when shooting the AB-CD format (a shooting line that rotates twice before arrow retrieval and scoring).

**Signage:** Can be an image, symbol or text to provide valuable information to all stakeholders about the sporting environment they are in.

**Slow Motion:** A term used for filming footage and replaying it slower than normal speed. The camera takes many frames/images faster than a normal camera (24 frames per second) to ensure capturing all movement and show in a reply at a slower speed to be seen by the naked eye.

**Spectator Services:** A functional area that manages and is responsible for the wellbeing, safety, operations and that a positive experience is had by all spectators that enter the venue to watch the event.

**Sponsorship:** An organisation/company engaged by the local organising committee to provide goods, finances or services in return for promotion and exposure of their product, service or brand.

**Spotter:** A person, with archery experience, uses a telescope to see the arrow hit the target and immediately establishes the arrow value and enters the value into the scoring system that then displays the score of the arrow and match on the display screens on the venue.

**Super Slow Motion:** A term used for filming at high speed with specialist equipment to film and replaying it slower, much slower than slow motion. The camera takes many more frames/images per section than the slow motion camera to capture the images not visible to the naked eye.

**Target Layout:** An excel file is used to plan and illustrate the formation of targets on the field of play for each day, stage of the competition according to the entries and daylight available at the event venue. There are formula preprogrammed to assist in accurate timings and duration of each stage based on learnings from previous events.

This document is used by the Chair of Judges, World Archery results team, Sports Presentation team and the field of play coordinator to instruct volunteers to arrange the targets and athlete/team names boards for each round.

**Technical Delegate (TD):** A person appointed by World Archery to advise, guide and support local organising committees to deliver World Archery events according to the rules and regulations of archery.

**Timing and scoring:** Timing and scoring devices required to collect times, scores and other data on the sport

**TV Graphics:** Computer generated illustrations that are imposed onto live generated images to make it easier for the view to understand and gain information on what they are watching

**TV Graphic Highlights:** Graphics generator to provide relevant data to the host broadcaster in the International Broadcast Centre as video feed.

**TV Production Company:** A company that has the expertise and equipment in which to create and record images for TV distribution.

**TV Station:** A company or organisation that distributes the images/signal.

**Visually Impaired Person (VIP):** A person who has limited to no sight/vision. This is a new and developing discipline to World Archery that is not currently in the Paralympics Games for archery but at World Championship level.

**Value In Kind (VIK):** A service or product given to support or sponsor an event as an alternative to financial support.

**Venue:** The location where the World Archery event is taking place, consisting of but not limited to practice/training range, warm up range, main field of play, athlete waiting area, anti-doping, broadcasting, local organising committee, media, medical, official, press, spectator, World Archery and VIP areas.

**Very Important Person (VIP):** A person that is considered someone of high status or fame and should receive special attention, privileges and protection at an event.

**Way Finding:** Usually signs, symbols and/or text to orient and direct people to a location involving a sporting event/venue.

**World Anti-Doping Agency (WADA):** Is an independent foundation created through a collective initiative led by the International Olympic Committee.

**World Archery/World Archery Federation (WA/WAF):** The International Federation for the sport of archery.

**World Archery Identification Number (WAID):** A three (3) to five (5) digit individual identification number given to every athlete that has competed in a World Archery event and is entered in the World Archery database of athletes.

**World Archery Results and Online System (WAREOS):** This is an online entry system that allows Member Associations to input the names of their athletes and athlete officials, such as, bow discipline and category competing for each of their athletes. The data inputted in by Member Associations will be used to create the accreditation and results for the event. World Archery will issue each LOC the deadline dates for preliminary entries and final entries for the event that a username and password to be able to log into the system and review all the entries for their event as and when they come in. Organisers will be able to cross examine the participant entries against the accommodation needs.

**World Archery Sponsor:** An organisation/company that has entered into a contractual agreement with World Archery to the supply of goods or services to the sport of archery.

**World Archery rule book:** A book containing the rules and regulations of the sport of archery that has been constructed and reviewed through World Archery and it's Member Associations and Committees to ensure safe and fair play shooting in practice and competition. To refer to the latest version of the World Archery rule book: <http://www.worldarchery.org/HOME/Rules/Constitution-Rules>

**World Cup:** A series of 3 to 4 World Archery events with each stage being hosted in Asia, the Americas and Europe. Finals matches of the World Cup should be staged in a distinctive/recognisable venue or surrounding area to represent the city and/or host country. Athletes and mixed teams can attain World Cup ranking points to qualify for the World Cup Final towards the end of the year.

**World Cup Final:** A World Archery outdoor event, staged in a different location each year as a season end finale of the World Cups in that calendar year. The top seven (7) athletes in each category and bow division qualify a place by accruing the most world cup ranking points from the final positions they achieve at each world cup they attend. The 8<sup>th</sup> position in each category and bow division is usually awarded to the host nation. In addition, the highest ranked mixed team in each bow division will compete against the host nations mixed team.





## NOTES

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[www.worldarchery.org](http://www.worldarchery.org)