World ranking event requirements

04 December 2023

1. Introduction

This document details the obligations, standards, and deliverables required for an archery event to attain world ranking status. Effective 1 January 2024, this edition supersedes the version released on 1 April 2021. World Archery retains the right to modify these requirements at any time.

Organisers must carefully respect the requirements listed on this document to deliver any world ranking event independently. World Archery's obligations include limited remote support while offering additional services available to purchase. Appointed Event Technical delegate is required to submit a report following the completion of the event.

2. Requirements

Organisers must adhere to the subsequent requirements to validate and maintain the world ranking status of the event.

2.1 Application

Organisers can apply for World Ranking Event status by submitting an online application (refer to Appendix 4 for access details) and submitting a completed *Invitation Package* with comprehensive event information. Once approved by World Archery, this document will be accessible on WAREOS/OpenWAREOS.

As part of the application, the organiser will agree to:

- **Registration:** Use WAREOS for registering athletes and officials. (For individual registrations outside national teams, OpenWAREOS is available upon request.) WAREOS facilitates registration, accommodation, transport, and provides additional event details.
- **Scheduling:** Register the event in the World Archery calendar using WAREOS/OpenWAREOS at least six months prior to the event.
- **Participation minimum:** Promote the event internationally. Athletes from at least six member associations (including the host country) must have competed in the event.
- **Anti-doping:** Collaborate with the International Testing Agency to conduct a minimum of three anti-doping tests during the event and cover the cost of both sample collection and analysis. (The Agency will manage results.)
- **Fees:** Remit a staging fee of 1,500 CHF (one thousand five hundred Swiss francs) to World Archery (Payment is due upon event registration. Note: If the event loses its world ranking status, this fee is non-refundable.)
- **Regulations:** Apply and enforce the most recent version of the *World Archery Rulebook* as listed on the World Archery website (www.worldarchery.sport).

2.2 Event operations

To validate the world ranking status of the event, the organiser agrees to the following.

- **Targets:** Use only foam targets.
- **Target faces:** Use only target faces produced by manufacturers with a current license from World Archery.
- **Arena:** Organise a dedicated and separate space to run alternate-shooting matches and;
    - Assign dedicated areas for broadcast equipment and staff, photographers, and interviews.
    - Appoint a floor manager to coordinate timely entry and exit of participants, with production staff, according to rundowns provided by World Archery.
    - Play only event-cleared music provided by World Archery.
    - Effectively brand the arena venue. (Branding templates available from World Archery see appendix 5)

To validate the world ranking status of a **target archery** event, the organiser agrees to the following.

o Run a one-hour finals session that contains the recurve men's, recurve women's, compound men's and compound women's individual gold medal matches and interviews with the winners.

To validate the world ranking status of a **para-archery** event, the organiser agrees to the following.

o Run a finals session that contains the individual gold medal matches and interviews with the winners.

2.3 Results and technology

To validate the world ranking status of the event, the organiser must:

- Comply with Olympic Results and Information Services (ORIS), Olympic results standards.
- Collect the value of each individual arrow electronically.
- Provide a live data feed to World Archery.
- Provide a version 0.1 (internal) schedule at least three (3) weeks prior to the first day of competition and publish a version 1.0 (official) schedule at least one (1) week prior to the first day of competition. The finals and broadcast schedule, however, shall be agreed at least one month prior the first day of competition. Any changes after the broadcast schedule is approved may incur extra costs which shall be invoiced to the LOC.
- Provide a scanned copy of all scorecards to World Archery at the end of every session, unless otherwise agreed.
- Provide a complete data set to World Archery within 2 hours after the end of the completion of the last match.
- Have an unfiltered internet connection of a minimum 30 Mb/s (upload and download) dedicated to results.
- For ranking events held as part of multisport Games (Olympics, continental, regional or similar), collect the arrow position of each individual arrow electronically during the matches shot in alternate mode on the final stage.
- For ranking events held as part of multisport Games, if available as part of event infrastructure, provide live ODF feed to World Archery endpoint at no cost.

Event will have both electronic scoring and scorecards. Tablets distribution shall be self-service, and the organiser must make wipes or a disinfectant available to athletes when collecting the devices. Scorecards and tablets will be returned to the results area by the athletes.

World Archery staff can be requested to assist in results delivery on-site at extra cost (Appendix 1).

2.4 Press operations

To validate the world ranking status of the event, the organiser must:

- Provide a minimum of fifty (50) high-resolution professional photographs per day.
- Provide quotes from key athletes per day.

These must be delivered within one (1) hour of the end of the day's competition programme and include, when applicable, top qualifiers, finalists, or medallists. Additional content, including stories, are optional.

The event must accommodate external press if any attend. This includes providing a workspace with dedicated power and internet line, access to results and event information, and a dedicated point of contact, who will be responsible for:

- Ensuring the behaviour and safety of external press on the field of play.
- Arranging interviews in mixed zones.

- Identifying dedicated areas for photographers.

2.5 Broadcast

To validate the world ranking status of a target outdoor archery ranking event, the organiser must:

- Provide a live feed of the arena gold medal matches (four individual finals, lasting approximately one hour) to World Archery that complies with a minimum standard (Appendix 2) including:

  o Full camera mix (minimum six cameras, including two target cameras)
  o Full ambient audio mix (minimum three microphones)
  o Interviews with winners
  o No scoring graphics
  o No embedded commentary
  o Following the latest rundown provided by World Archery
  o Delivered by IP (RTMP or SRT or other as agreed) in 1080 high-definition.

Event organisers must organise the broadcast provision and provide power, staging and weather covering, if required. Support in organising the production and resources are available from World Archery, but the cost of the production is the responsibility of the organiser.

To validate the world ranking status of any other ranking event, the organiser must:

- Provide news footage of the arena gold medal matches (any individual finals) and interviews with the winners, filmed in 1080 high definition with a professional ENG camera to World Archery via transfer (FTP or other service) within two hours of the end of competition.

World Archery retains all rights to any content received. This standard is negotiable. Augmented productions may be discussed on a case-by-case basis.

2.6 Branding
To validate the world ranking status of the event, the organiser must:

- Give the event an official name and an official logo.
- Brand the arena for the finals to ensure the camera images look clean and tidy with a minimum of the following elements (refer to Appendix 5).
  o Shooting position backdrop
  o Shooting position side-wall (stage left)
  o Target backdrop
- Use a dark colour scheme. White or near-white colours are not permitted.
- Submit a branding plan to World Archery.

World Archery will provide creative asset templates for printing on request.

3. World Archery obligations

To support the successful organisation of the world ranking event, World Archery will:

- Remotely set-up the results management, including event schedule, field of play layout, statistics and records management.
- Remotely provide assistance with WAREOS.
- Promote the event, including with inclusion in the World Archery calendar.
- Remotely provide assistance in setting up the production.

- Distribute video, news, and photography from the event to press and television stations, and via World Archery's owned platforms, including but not limited to archery+.
- Set up the event on World Archery task manager (Asana or any alternative appointed by World Archery) to support the organiser in complying with requirements. The organiser will be invited to contribute and access the platform.

4. Event evaluation

Upon the conclusion of the event, a subsequent evaluation will take place based on the requirements.

- Technical delegates are obligated to submit a factual evaluation form within fourteen (14) days of completion of the event.

Necessary evidence should be provided through this link

Submitted information will be assessed by World Archery and overall result report will be sent back to organisers.

Appendix 1. World Archery on-site service

The organiser may require assistance from World Archery personnel on-site. Any visit of personnel will be in accordance with the World Archery agenda and obligations and approved by the secretary general.

Consulting conditions

To assist organisers in the running of world-class events, World Archery can offer consulting services for areas such as:

- Technical operations
- Event planning
- Results management
- Broadcast management
- General organisation

The World Archery event department can provide a bespoke offer on application.

Fees - Consulting

Preparation work	CHF 80/hour
Workday (on-site or off-site)	CHF 600/day (8 hours)
Travel day	CHF 300

An invoice will be sent to the event organiser at the end of the visit. It must be paid within 30 days.

Transport

The most cost-effective mode of travel should be used unless this makes travel time unreasonable. World Archery will book flights or rent a car with the agreement of both parties.

All traveling costs or the equivalent value should be reimbursed as follow:

- Public transportation (bus, tramways, train, taxi or other).
- Air travel (economy class including excess baggage, if necessary. For flight segments over 5 hours, premium economy shall be booked if the airline offers that cabin).
- Private vehicle (CHF 0.70 per kilometre plus additional costs including tolls)
- Car hire (plus additional costs including tolls)

Accommodation

Organisers must provide accommodation for the entire stay of World Archery personnel at 4-star level or above in a single room or a double room for single use with bed and breakfast.

The location of the hotel should be appropriate to the purpose of the visit.

Food & Beverages

Organisers must provide a per-diem of a minimum of CHF 20.00 (twenty Swiss francs) per meal per person (three per day) for the entire duration of the stay, including transportation days.

Other travel expenditures

If there are any other costs involved, an expense claim will be produced with details of the expenditure and the receipts.

Insurance

The insurance of World Archery covers all employees, visitors and consultants during their business trips abroad.

Cancellation / Rescheduling of visits

World Archery may cancel or reschedule the visit where it deems necessary to do so and would, in this case, inform the organiser as soon as possible.

Appendix 2. On-site Broadcast Specification

Production map

Minimum standards

- **Video:** HD1080i50 or HD1080i59.94 dependent on event location.
- **Facility**: 4-camera OB or flypack equivalent plus two target cameras; two-channel mixed international audio,
- **Distribution:** IP delivery via RTMP or SRT (or other protocol agreed with World Archery.
- **Recording:** 1x PGM

Camera narratives

#	Name	Build	Lens	Location	Narrative
1	Target 1	Hard fixed or robotic		4m in front of target 1.	Arrow impacts, target 1.
2	Target 2	Hard fixed or robotic		4m in front of target 2.	Arrow impacts, target 2.
3	Face	Hard	x22	Downrange on the right, 12 metres in front of archers. On wheels if possible.	MAIN Shooting: archer shooting. Break: team T1.
4	Reactions	Hard	x22	Downrange on the right, 2 metres to the outside of 3.	SECOND Shooting: archer reax.

#					Break: team T2.
5	Rear	Hard	x22	Behind archers, central to field.	Intros: Two-shot, detail Shooting: detail/reax last arrow. Break: Detail.
6	Beauty	Wide fixed	Wide	Best view from stands	Beauty, must have view of athlete entrance.

Audio narratives

#	Type	Location	Coverage
M1+2	Shotgun – low stand	In front of target 1+2	Target impact.
M3+4	Shotgun – low stand	In front of archer 1+2.	Arrow release.
M8	Interview	Mixed zone	Interview.

Outputs if using two-channel audio distribution.

Channel	Content
A1	Ambient mix / Interview
A2	

Minimum staff (7)

- 1 x Producer – ensure delivery to specification and rundown.
- 1 x Director – mix cameras.
- 3 x Camera operators – cameras 3 to 5 and rig.
- 1 x Sound operator – audio and interviews
- 1 x Engineer-in-charge – manage rig, de-rig and distribution.

Rundowns and assets

Provided by World Archery.
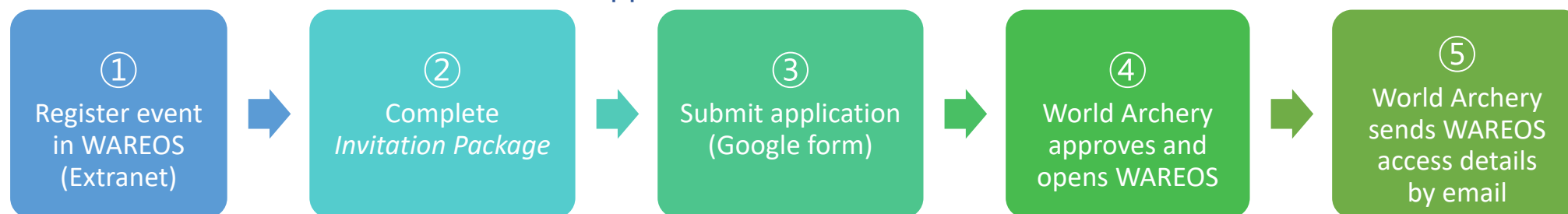
Appendix 3. Schedule template

Finals

Start Time	Duration	End time	Phase
14:00	00:17	14:17	Individual Gold Medal Match – Compound Women
14:17	00:17	14:34	Individual Gold Medal Match – Compound Men
14:34	00:06	14:40	Field reset
14:40	00:17	14:57	Individual Gold Medal Match – Recurve Women
14:57	00:17	15:14	Individual Gold Medal Match – Recurve Men
15:14	00:30	15:44	Ceremonies

Principles to be applied:

- Ceremonies shall be held at the end of the broadcast session.
- 4 Gold Individual matches during final session are mandatory. Any other arrangement MUST be discussed at least one month prior to the event and approved by World Archery.
- Start time can be adapted based on the global schedule of the event.
- Once rundown is communicated to the organising committee and broadcast schedule is approved, any further changes might lead to extra charges to be invoiced to the organising committee

Appendix 4. Process overview

| ① Register event in WAREOS (Extranet) | → | ② Complete *Invitation Package* | → | ③ Submit application (Google form) | → | ④ World Archery approves and opens WAREOS | → | ⑤ World Archery sends WAREOS access details by email |

① Register event on the World Archery calendar via WAREOS/OpenWAREOS

- WAREOS/OpenWAREOS is a registration system used for World Ranking Events. National federations have access to WAREOS/OpenWAREOS.
- Fill out basic information including competition level, competition name, discipline, competition type, duration of the event, country and venue.
- Available here: https://extranet.worldarchery.sport/

② Complete 'Invitation package'

- Invitation package is a document that gives extensive information about the overall event to public. It will be published on the World Archery calendar.
- Change the red parts from the template and upload the file on the application form in the step ③.
- Template available here: https://documents.worldarchery.sport/Events/Procedures/6._WRE_Year_City_Invitation_Package_template.docx

③ Submit World Ranking Event application form

- Application form can be submitted via Google form.
- Fill out detailed information including hotels, transport, entry fee, etc.
- Once basic information is registered on WAREOS, World Archery will approve it, fill out an additional information and publish the event.
- Available here: https://forms.gle/sa5Gvcg9ZN6vjWeD6

④ World Archery approval and event published on WAREOS/OpenWAREOS

- World Archery will review the event details, fill out additional information to the basic information already registered on WAREOS and
- Event will be published on WAREOS/OpenWAREOS and event information will be sent to applicable member associations.

⑤ World Archery sends WAREOS access details by email

- After publishing event, the WAREOS access login and password for the event will be shared to organisers by email.

Important deadlines

CONTENTS	DEADLINE	NOTE
Register event on WAREOS	6 months before the event	
Submit application form (google form)	6 months before the event	
Submit Invitation Package (docx)	6 months before the event	
Staging fee payment + ITA Fee	Upon registration	CHF 1500 + CHF 780
Provide a complete data set to World Archery	Within 24 hours of completion of event	
Submit evaluation form (google form)	Within one month of completion of event	

Appendix 5. Branding guidelines

World Archery provides a package of branding creatives free of charge. The templates include the minimum branding assets to meet the requirements of a World Ranking Event. Additional creatives are available on request but significant design work will be charged.

Branding should <u>not be dated</u> so that it can be reused over multiple years to be more cost efficient and sustainable.

Appendix 5.1 Minimum branding map

Organisers are expected to brand the top (behind the targets) and bottom (behind the archers) of the field of play. A three-metre gap between the low bottom branding and high bottom branding is sufficient space for broadcast cameras and photographers. Additional branding is encouraged but not mandatory.

If the venue selected does not allow for an item or items of branding, an alternative can be agreed with World Archery.

A branding plan should always be submitted to World Archery for approval no later than one month in advance of the event.

Appendix 5.2 Top branding

Top branding consists of the **safety wall** behind the targets. The wall should be left largely blank, particularly in the centre, with the name of the host city across the top. There is space for three key (repeated) logos on either side of the board.

The recommended size is 8x4 metres.

Appendix 5.3 Bottom branding

Bottom branding consists of a **wall and a low panel** behind the athletes. The wall is branded with two sizes of logos, large to be seen on wide angle broadcast footage and photographs and small to be seen on tight angle.

There should be a three metre channel between the two branding elements for cameras and photographers.

The recommended size of the wall is 8x3 metres. The recommend size of the low panel is 8x1 metres.
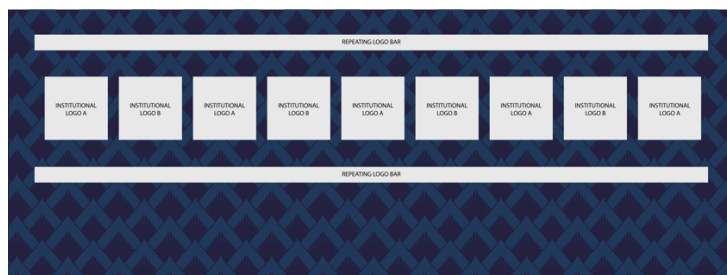
Appendix 5.4 Panel branding

Panel branding should be used to delineate the edge of the field of play and entrance, at least around the shooting platform but preferably the length of the shooting arena. Crowd barriers can be used to achieve this simply and effectively but custom branding is also viable.

Branding should repeat, with large logos that are visible on wide camera angles. It is recommended to install panel brading with the name of the host city in key areas like the entrance and perpendicular to the shooting line.

Crowd barrier sizes vary by country. The recommended custom size is 3x1 metres.

Appendix 5.5 Colours and patterns

The backgrounds of all branding should contain a consistent colour and repeating pattern. World Archery can provide templates with approved colours and patterns. Should an organiser wish to develop their own design, they should select from the following accepted colour tones (CYMK). Patterns should be a minimum of 50cm wide, with no detail finer than 10cm wide.

Contact details

Name	Role	Email
Thomas Aubert	Head of Events and Marketing	taubert@archery.sport
Chris Wells	Head of Communications	cwells@archery.sport
Matteo Pisani	Head of technology	mpisani@archery.sport