

# **Online call with member associations**

# **Role of team manager**

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31 May 2023 / Lausanne, Microsoft Teams

1. Welcome and general update by the Secretary General
2. Congress update
- 3. Federations' role around team managers appointment**
- 4. Team managers' role**
  - **Before event**
  - **During event**
  - **After event**
5. Questions and answers



Welcome by the  
Secretary General

Athlete representatives are not elected in Congress, but at World Championships by competing athletes. The candidate does not need to be competing or present there.

In 2023, following elections will take place:

- World Para Archery Championships – **para athlete** – 17 June deadline
- World Championships – **recurve men** – 1 July deadline
- World Championships – **recurve women** – 1 July deadline

[Forms are available here.](#)





## Congress update

# Congress forms and deadlines



Form	Purpose	Deadline
<a href="#"><u>Motion for law</u></a>	Use for rule change	27 February
<a href="#"><u>Proposal for law</u></a>	Use to propose discussion topic for Congress	27 February
<a href="#"><u>Amendment</u></a>	To offer a different version of the change proposed	28 April
<a href="#"><u>Nomination form</u></a>	If having a candidate for elections	28 April
<a href="#"><u>Proxy form</u></a>	When cannot attend Congress, giving vote to another MA	<b>27 June</b>
<a href="#"><u>Delegate confirmation</u></a>	Only for those who do not have SG or president as voting delegate	6 July
WAREOS	Congress registration (no guarantee for hotel availability this late)	6 July

All forms must be sent on time to [congress@archery.sport](mailto:congress@archery.sport)

We have published a [summary of all registrations and proxies](#):

- 63 member associations registered (as of 31 May 2023)
- 4 proxies received

However, 5 MAs have registered delegate(s) with no voting delegate and 6 MAs have registered a person who is not listed as president or secretary general and have not submitted any confirmation form.

**Common mistake: the voting delegate actually is president or secretary general, but it is not listed in Extranet – most common reason is expired term dates are not extended. Please keep the extranet MA section up to date!**



# Congress venue / hotel

Titanic Hotel - Chaussee Berlin

Important to book the rooms ASAP, deadline has passed

**NB! Very few rooms still available – please contact the LOC directly to open them in WAREOS, different rate may apply.**

For people staying also for World Championships – it is suggested to book 3<sup>rd</sup> night under World Championships. For 3<sup>rd</sup> night – it is not possible to put rooming list in WAREOS – it is not a problem, not to worry.





- 1. Check the agenda** (it includes reference to other relevant documents)
- 2. Learn about motions, proposals and amendments** – July online call will focus on it.
- 3. Get to know the candidates** – there will be a recording with each candidate introduction made available before Congress. Will be also streamed in Congress hotel the evening before elections.



**For federations to consider**

## To think about:

1. Federation leadership is in charge of **assigning/confirming the team manager.**

### **Is this procedure clearly described?**

- Who proposes? Who confirms?
- Is it automatic (someone is permanently hired for this task)?
- When is it decided?
- What happens if the team consists only of self-funded members?

## To think about:

### 2. **Is the role of the team manager clearly described in some document?**

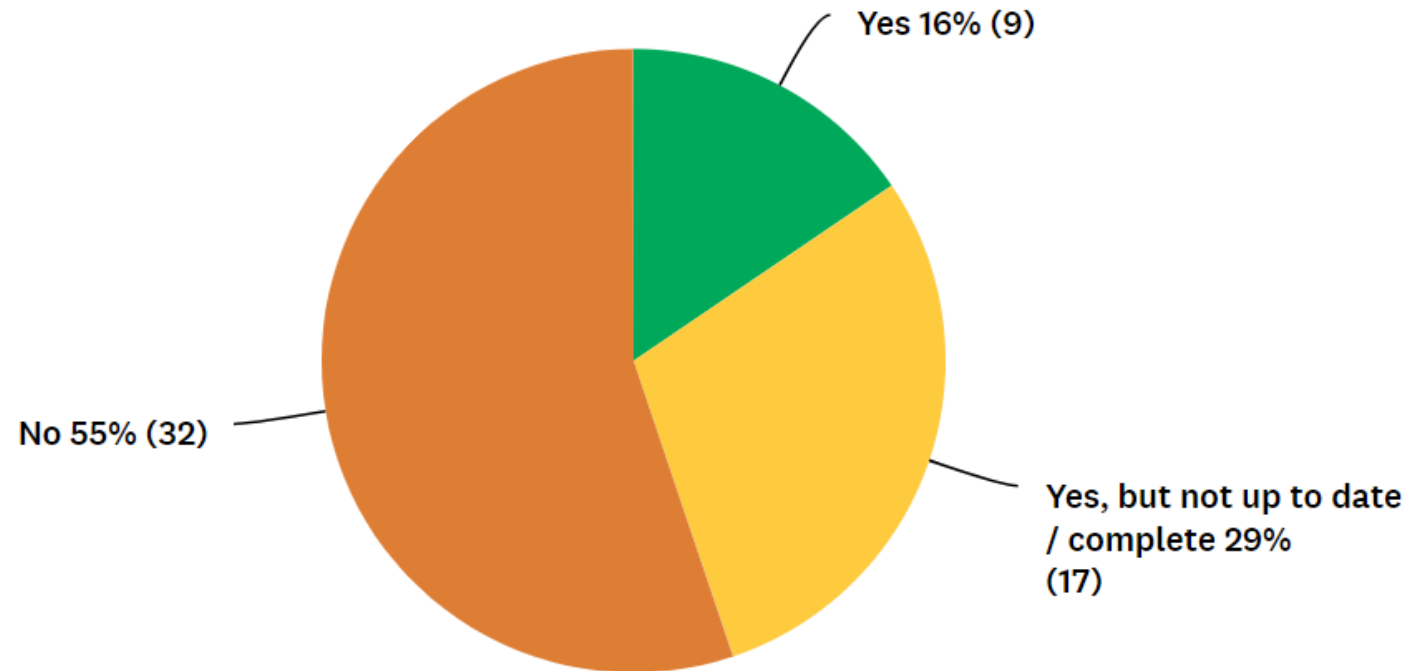
- What are the responsibilities and rights of that person?
- Is there a general policy that always applies? *Suggested*
- Is it part of the contract to be signed with the person? *Also possible option*

The solution best for your federation depends on the situation. For example – if there is sometimes funding and sometimes not – it might be better to have two different sets of responsibilities.



Data from participating federations:

**Is the role of the team manager clearly described in some document?**



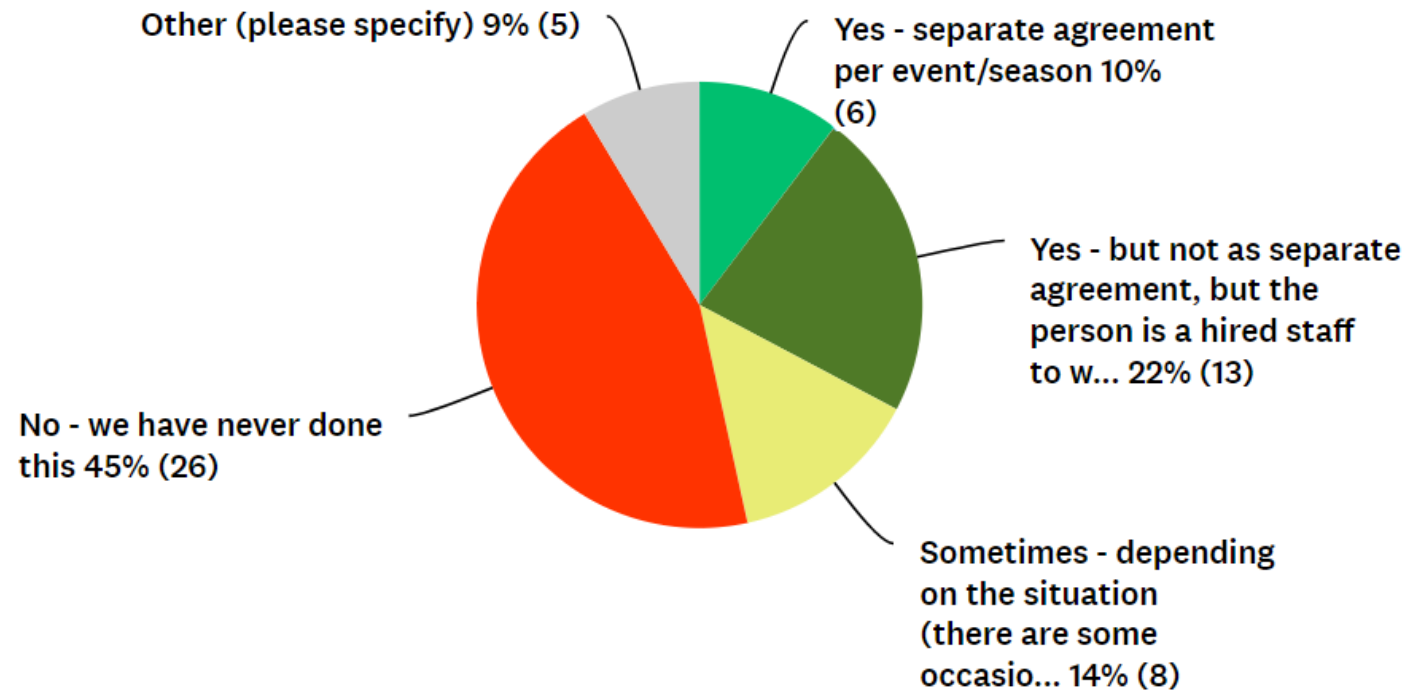
## To think about:

### 3. **Is there any written agreement/contract with the team manager?**

- Any financial support involved?
- Responsibilities (especially when minors in the team)
- Rights of the team manager
- Reporting obligation – *strongly suggested*

Data from participating federations:

## Is there any written agreement/contract with the team manager?





## Role of team manager



## Before the competition

Depending on the funding and federation, the team manager might or might not have duties already before the tournament. For example:

- **Arrange team travel**, including check of all travel requirements (passport, visa, special forms for minors, information on bows and arrows legislation)
- Coordinate/Verify if all team members have **uniform**
- **Arrange accommodation** and any special nutritional requirements
- **Arrange or check on entries** as well if all financial transactions have been done on time and carry a proof
- **Communicate the details of team travel/stay to whole team** as well as expected weather conditions and inform team members on any financial procedures (what can be reimbursed and what not)

# Role of the team manager

## During the competition

The list of tasks is quite long, but it is important for the federation to know which actions can be taken **ONLY** by team manager at the event and which could be done by others as well, if agreed so.



## During the competition

**Only possible by the Team Manager on site** (*or sent by federation in writing*)

- **Accreditation** – confirming the team list
- **Request for accreditation upgrade**
- **Changing team composition** – available until 15 minutes before team matches
- **Filing an appeal** – described at later slide

Because of these tasks, **it is always suggested to choose one of your coaches/officials to carry the role of team manager.** Exceptionally, if only athletes in the team, one of them must be marked as contact for the team in WAREOS but will not be able to fully carry out all the same duties.

## During the competition

**Usually done by Team Manager, but could be done by some other team official designated by team manager:**

- Reading the full **team manager booklet** - mandatory for at least one person in team and to summarise to the rest of the team
- Attending **team manager meeting**
- **Communicating with local organising committee** to solve problems (transport, schedules etc)
- **Notifying** World Archery official or technical delegate of the event to inform **about problems**
- **Communication with team members**, knowing each persons contact number
- **Assisting to doping control** for a team member especially if there is a minor (or delegating to another team official, but TD must make sure there is someone)



## During the competition

### Ideally should be done by Team Manager:

- **Important for emergencies and schedule changes:** knowing the room numbers of all team members, knowing if participant is on the field / hotel / out of hotel
- Be aware of any **allergies** or **specific medical requirements** for all of the team members.
- **Holding daily meetings** or at least few meetings during the event to:
  - remind athletes the rules (not to think that only necessary for first-timers)
  - introduce the logistics
  - Check on team clothing and making sure everyone is aware of what is planned for the day.
- Checking the **competition schedule** and comparing it with transportation and meals schedule to make plan for your team for next day. If necessary raising any issues to LOC/TD.

## After the competition

Depending on the federation requirement, **team manager should report to the federation:**

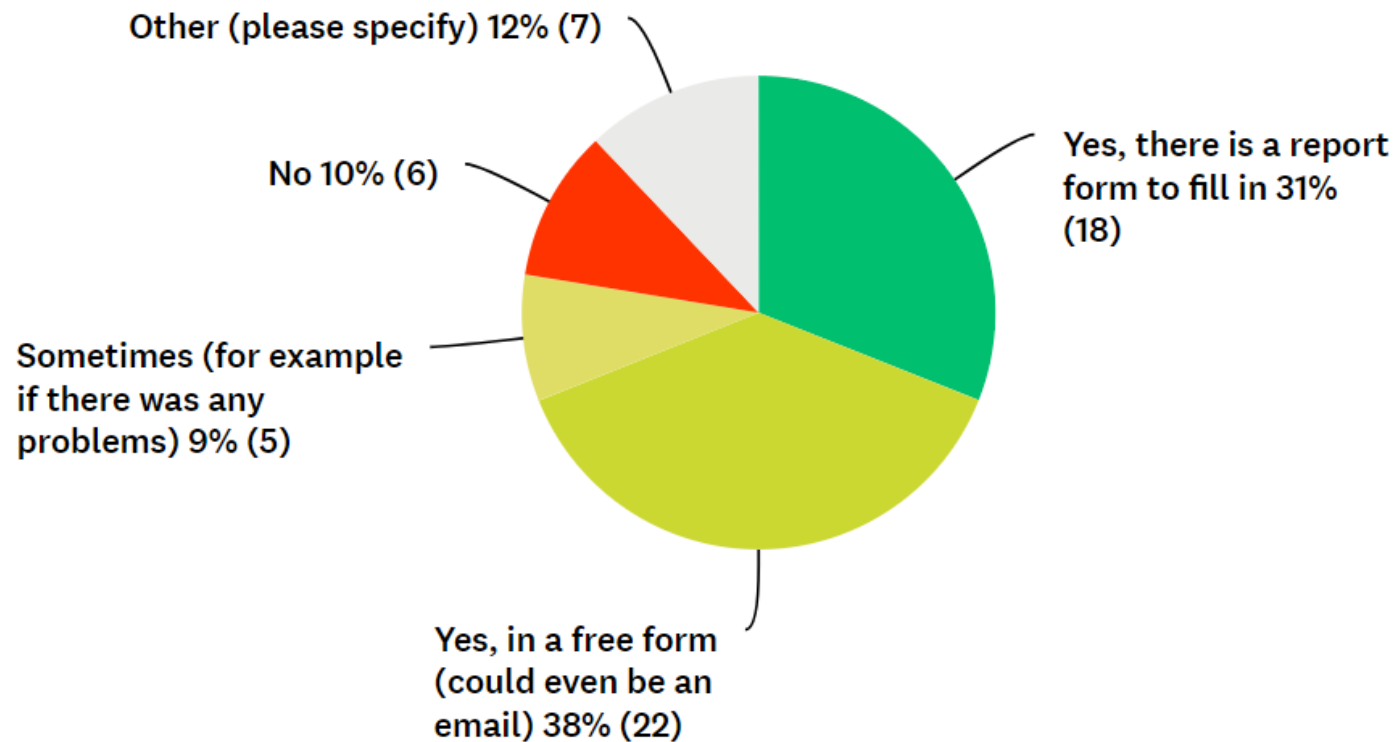
- **Report on the results**
- **Inform if any problems were reported to LOC / TD / hotel** – schedule, logistics, meals etc
- **Inform about any incidents with participants** – appeals, accident, illness, misunderstandings between team members, accreditation upgrades etc
- General description of the **competition field and weather**

**Depending on the situation, it might be also necessary to submit an insurance claim.**

# Role of the team manager

## Data from participating countries

### Does your federation request a report from team manager after the event?



# Checklist for the team manager

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## A team manager should have with him at all times during competition:

- **List of all phone numbers of team members**
- **The team managers booklet**, which includes LOC key contacts
- **Up to date competition schedule**
- **Summary of latest registrations/payments situation in WAREOS** – must be provided by MA
- **Appeal form and 50 EUR/USD/CHF** (form is usually included in the TM booklet)
- **For travelling with minors:**
  - the participant and parents contact information
  - an emergency contact number
  - written consent signed by a parent (the airline or country might have specific form)



## **Profile of the person**

### **Suggested to have the following:**

- Very good knowledge of competition rules and World Archery competition related processes
- Good communication and management skills
- Acting well under pressure, good problem solving skills
- Fluent in English (or at least basic understanding)
- Commitment to be on competition field at all times when athletes are competing
- Good work ethics and fairness to all team members

## Important rules to always know and remind team members:

- A shot arrow can never be shot again
- It is not possible to appeal an arrow call by a judge
- It IS possible to appeal if the processes foreseen in rules are not followed
- If athlete qualifies for finals, will need to designate an agent to collect arrows during finals or at least to provide team jersey/jacket to the LOC/judge team
- No jeans on the field (also for agents)

## Situations to avoid:

- Participant does not know who is team manager and/or in which hotel they will live (group might be split up during travel)
- Team manager does not know about the payment situation with LOC

# Filing an appeal during event

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## Related rules are articles 3.13 – 3.13.8

- **Appeals must be presented in writing by Team Manager to Chair of Judges.** Only if the team has NO team manager accredited, the person concerned can submit it.
- **It must be submitted as soon as possible** (read in detail in the rules). In general:
  - Intent of appeal. Within 5 minutes after the end of the round/match
  - Appeal. Within 15 minutes after the end of round/match
- **The appeal fee** (currently 50 EUR/USD/CHF) will need to be paid in cash on site when submitting the intent/appeal. The fee will be returned if the jury of appeal agrees with the appeal.
- **The jury of appeal will submit their answer in writing.**

*NB! Competition outcomes cannot be changed if there are any later appeals or complaints.*

**All participants travelling to events registered through WAREOS are covered by travel and accident insurance through World Archery licence. To remember:**

- **The insurance does not cover cancellations** (*if team is registered but does not attend or if the event is cancelled*).
- Insurance claim should be submitted **as soon as possible** after the event
- **When submitting the [claim](#), please provide as much detail as possible:**
  - Name of participant(s) involved
  - Which event, when and where
  - Description of the problem (how an item was lost, why ticket change or additional tickets were necessary, what kind of additional cost occurred due to delayed luggage etc). Add detail whenever possible – flight numbers etc.
  - As much as possible, provide proof already in initial report claim – photos, flight tickets, boarding passes, police report if something stolen etc.

# Reminder

## Turkish Airlines support to travelling teams

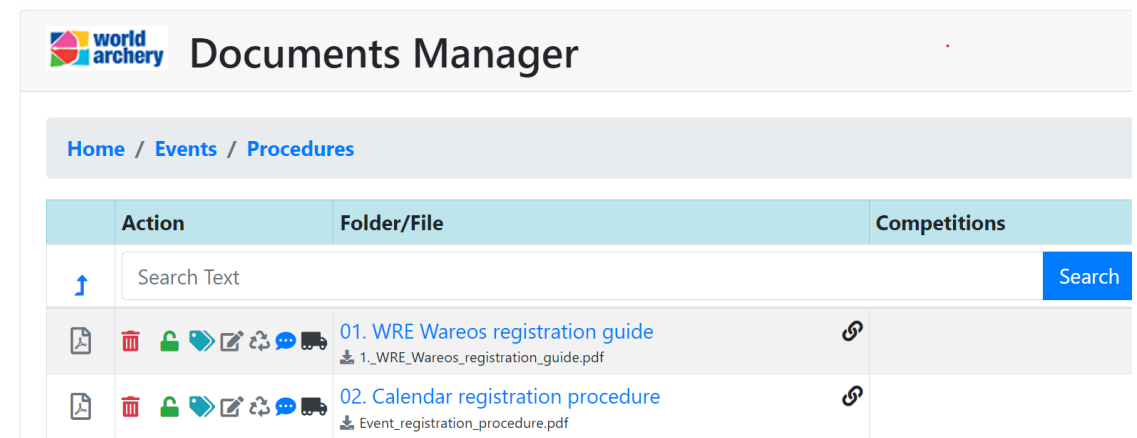
**15kg of equipment could be taken on Turkish Airlines flights free of charge** when travelling to archery events. Need to print out [this document \(click to open\)](#) and show in check-in desk:



If you are not sure  
where to find the file,  
please go to

Document Manager and search “Turkish Airlines”

<https://extranet.worldarchery.sport/documents>





# Thank you!

