

DEVELOPMENT SUPPORT

Knowledge sharing programme 2024

World Archery’s vision is for a world in which everyone has the opportunity to practise, engage with and enjoy the important Olympic sport of archery.

The effective transfer of knowledge, and developing expertise within member associations, is key to achieving this challenging goal.

The **knowledge sharing programme** is a systematic assistance initiative that pairs experts with national federations passionate about developing archery but unable to fund or organise projects without external support or expertise.

Eligibility

The programme is available to current member associations of World Archery that fulfil the following criteria:

- In good standing with World Archery.
- Can present a strategic or development plan.
- Updated federation data and contact details in the World Archery extranet.

Format

Member associations can apply for assistance in one of nine topics that cover education, sport-specific development, and key organisational skills.

Projects run under the **knowledge sharing programme** consist of an international expert being assigned by World Archery to deliver a short-term seminar, training or mentorship, on-site or remotely, to a relevant group of people at the target national federation or group of federations.

Federations can apply for one project. Federations can invite participation from other countries and multiple federations can submit a joint application.

Detailed descriptions of each project are provided in an appendix to this document.

Areas	Topics	Projects
Education	Coach education	<ul style="list-style-type: none"> • Coaching course – beginner • Coaching course – intermediate • Coaching course – advanced
	Judge education	<ul style="list-style-type: none"> • National judging course • Development of judge education and certification system
Sport specific	Performance	<ul style="list-style-type: none"> • Elite camp for athletes • Intermediate camp for athletes • Development of talent identification process and athlete pathway

	Para archery	<ul style="list-style-type: none"> • Para coaching seminar • National classifier seminar • Development of para participation and athlete pathway
	Compound	<ul style="list-style-type: none"> • Compound equipment seminar • Compound coaching course – beginner • Compound camp for athletes
Organisation	Competitions	<ul style="list-style-type: none"> • Event management seminar • Development of event ecosystem, with a particular focus on products for spectators and public promotion
	Results management	<ul style="list-style-type: none"> • lanseo seminar – basic • lanseo seminar – advanced
	Media and broadcast	<ul style="list-style-type: none"> • Media training for athletes • Archery photography seminar • Archery broadcast seminar • Development of a promotional plan to attract new archers, communicate a key event or engage membership
	Financial management	<ul style="list-style-type: none"> • Accounting for federations

Applications

Federations may submit a maximum of one application [via the electronic application form](#) by midnight CET on **22 December 2023**. The application must contain:

- General information on the member association, including its year of foundation and the year of affiliation to World Archery.
- Link to federation’s constitution in any language (or complete file).
- Link to federation’s strategy or development plan in any language (or complete file).
- Overview of federation’s key activities in the past five years.
- Overview of support received for development projects, education courses or training camps in the past five years.
- Detail of application, including topic, audience, language and other requirements.
- Justification of application, including a measurable outcome on which the success of the project will be assessed.

Only complete applications will be considered. Federations may be asked for additional information.

Member associations that submit successful applications will be notified no later than **20 January 2024**. The list of federations that will receive support will be published on the World Archery website.

Assessment

Applications will be assessed against the following criteria.

- World Bank income group.
- Duration of World Archery membership and federation's level of activity.
- Capacity to organise development projects without support and recent history of support.
- Credibility of application and alignment with federation's strategic plan.
- Geographical allocations, gender balance and impact on under-represented groups.

Applications will be reviewed by a selection committee comprising:

- **Tom Dielen**, World Archery secretary general
- **Siret Luik**, World Archery deputy secretary general and head of member services
- **Cecilia Viscarra**, World Archery member services coordinator
- One additional World Archery staff member from the relevant area

Development agents and continental associations will also be consulted.

Costs and obligations

World Archery will cover in full the cost of facilitating any project delivered under the **knowledge sharing programme**, which includes the fees of the expert and resources, and their flights, insurance and any pre-travel costs like vaccination, visa or tests.

The federation that submits the applications must cover in full the local costs of delivering the project, which might include the renting of a facility or venue and equipment, as well as the in-country costs of any visiting expert, which includes transportation, accommodation and food.

Projects delivered online will not incur any local costs.

World Archery will not transfer any funds allocated under the programme directly to national federations.

Federations will be required to report on the successful delivery of any project and issue a press release to national media on completion.

Timeline

The following deadlines apply:

22 December 2023	End of application period
20 January 2024	List of successful applications published
1 April 2024	Delivery agreements signed
31 December 2024	All projects for the 2024 programme complete
10 January 2025	Reports received by World Archery office

Data policy

Any information received during the application will be kept confidential, only accessed by World Archery staff, and will not be used for any other purpose than assessing which federations receive support under the **knowledge sharing programme**.

Appendix – project descriptions

Information on project formats, durations and pre-requisites can be found in this appendix. World Archery will provide the expert who will run any on-site event.

If simultaneous translation is required, one day will be added to the length of any on-site event.

Coach education

Pre-requisite: Federations can only apply **if support has been refused by their National Olympic Committee**, with evidence, or if there is no functioning National Olympic Committee in the territory.

Coaching course – beginner

Format: Online course and on-site event (six days).

Outcome: Level 1 coaching course.

Participants: 12-16 people.

Other: Level of participants (whether or not they have previous archery experience) must be defined in application. Possibility for federation to issue national coach accreditation to successful participants.

Coaching course – intermediate

Format: On-site event (six days).

Outcome: Level 2 coaching course.

Participants: 10-20 people.

Other: Participants require at least three years prior coaching experience. Possibility for federation to issue national coach accreditation to successful participants.

Coaching course – advanced

Format: On-site event (six days).

Outcome: Level 3 coaching course.

Participants: 6-20 people.

Other: Participants require beginner and intermediate course certification. Possibility for federation to issue national coach accreditation to successful participants. Recommended that multiple federations submit combined bid for this project.

Judge education

Pre-requisite: Available only to federations with no accredited continental or international judge in the past five years.

National judging course

Format: Online course and on-site event (three days) plus one weekend of competition observation (two days).

Outcome: Certificate of participation.

Participants: 10-20 people.

Other: Possibility for federation to issue national judge accreditation to successful participants.

Development of judge education and certification system

Format: Eight online sessions (each two hours) over four months

Outcome: A report on the status of judge education system within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project.

Participants: At least one main point of contact in the federation. Any participants must be active in developing judge education for the federation.

Other: Focus is on the quality of education, the structure of levels, the accreditation and re-accreditation process and appeals. This is a working project and its success will be measured on the progress achieved by the federation.

Performance

Elite camp for athletes

Format: On-site event (one week), including two training sessions per day and measured scoring sessions at the beginning and end of the camp. One session with coaches (half day) and one anti-doping lecture (half day) included. Athlete media training (one additional day) optional.

Outcome: Certificate of participation.

Participants: 10-16 athletes with international experience or national team candidates.

Other: Recurve or compound or combined.

Intermediate camp for athletes

Format: On-site event (one week), including two training sessions per day and measured scoring sessions at the beginning and end of the camp. One session with coaches (half day) and one anti-doping lecture (half day) included. Athlete media training (one additional day) optional.

Outcome: Certificate of participation.

Participants: 10-16 athletes with international aspirations (talent pathway).

Other: Recurve or compound or combined. Ideal for youth athletes.

Development of talent identification process and athlete pathway

Format: Eight online sessions (each two hours) over four months

Outcome: A report on the status of the athlete pathway within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project.

Participants: At least one main point of contact in the federation. Any participants must be active in the performance pathway for the federation.

Other: Focus is on how a federation can find and develop athletes from youth to senior through education, team and staff structure, selection processes, event structure and the transfer of athletes through a pathway, as well as coach cooperation. This

is a working project and its success will be measured on the progress achieved by the federation.

Para archery

Para coaching seminar

- Format:** Online course and on-site event (six days).
- Outcome:** Certificate of participation.
- Participants:** 6-16 people.
- Other:** Level of participants (whether or not they have previous archery experience) must be defined in application. Possibility for federation to issue national coach accreditation to successful participants.

National classifier seminar

- Pre-requisite:** Combined bid from at least three member associations. Only for countries with no current international classifiers or international classifier candidates.
- Format:** On-site event (three days), including theoretical and practical sessions. Option to reduce length of on-site event by running theoretical sessions online.
- Outcome:** Certificate of participation.
- Participants:** 6-20 people with relevant education or qualification.
- Other:** It is preferred for seminar to run ahead of a para archery event for additional observation of participants. Possibility for federation to issue national classifier accreditation to successful participants.

Development of para participation and athlete pathway

- Format:** Eight online sessions (each two hours) over four months
- Outcome:** A report on the status of para participation within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project.
- Participants:** At least one main point of contact in the federation. Any participant must be active in the para pathway for the federation.
- Other:** Focus is on how federation can make the sport available to persons with impairment, the capacity to involved para athletes, the para coaching structure, national and international para archery rules and classification, event structure and reducing obstacles to inclusion. This is a working project and its success will be measured on the progress achieved by the federation.

Compound

Compound equipment seminar

- Format:** On-site event (three days).
- Outcome:** Certificate of participation.
- Participants:** 6-16 athletes or coaching, requiring own equipment (shooting and tuning).
- Other:** Seminar will cover available equipment, trends, arrow selection and bow tuning.

Compound coaching course – beginner

- Format: Online course and on-site event (six days).
- Outcome: Certificate of participation.
- Participants: 12-16 people.
- Other: Level of participants (whether or not they have previous archery experience) must be defined in application. Possibility for federation to issue national coach accreditation to successful participants.

Compound camp for athletes

- Format: On-site event (one week), including two training sessions per day and measured scoring sessions at the beginning and end of the camp. One session with coaches (half day) and one anti-doping lecture (half day) included. Athlete media training (one additional day) optional.
- Outcome: Certificate of participation.
- Participants: 10-16 athletes.
- Other: Level of participants must be defined in application.

Competitions

Event management seminar

- Format: On-site event (three days), including theoretical and practical sessions, plus competition (minimum two days). Option to reduce length of on-site event by running theoretical sessions online.
- Outcome: Certificate of participation. Experience organising competition.
- Participants: 4-12 people.
- Other: Focus on roles and responsibilities within organising committee, event planning, volunteer management, communication with participants and operations.

Development of event ecosystem, with a particular focus on products for spectators and public promotion

- Format: Eight online sessions (each two hours) over four months
- Outcome: A report on the status of events within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project.
- Participants: At least one main point of contact in the federation. Any participant must be active in organising events.
- Other: Focus on types, structure and differentiation of event offering, scheduling events, identifying stakeholders (athletes, spectators, sponsors and media) and promotion. This is a working project and its success will be measured on the progress achieved by the federation.

Result management

lanseo seminar – basic

- Format:** On-site event (four days), including one day of competition. Option to reduce length of on-site event by running some sessions online if participants have adequate prior experience.
- Outcome:** Certificate of participation. Experience managing results in competition.
- Participants:** 4-12 people.
- Other:** Seminar covers basic functions of lanseo software with focus on managing results for a tournament that includes a 72-arrow qualifying round and matchplay (team and individual).

lanseo seminar – advanced

- Pre-requisite:** Combined bid from at least two member associations.
- Format:** On-site event (four days), including one day of competition. Option to reduce length of on-site event by running some sessions online if participants have adequate prior experience.
- Outcome:** Certificate of participation. Experience managing results in competition.
- Participants:** 4-12 people.
- Other:** Seminar covers advanced features like the use of electronic devices to collect arrow-by-arrow results and creating custom awarding scripts. Talented users will be identified to assist delivering future basic seminars.

Media and broadcast

Media training for athletes

- Format:** Online seminar (one day).
- Outcome:** Certificate of participation.
- Participants:** 6-20 athletes with international experience or national team candidates.
- Other:** Focus on interview protocol, attitudes and social media.

Archery photography seminar

- Format:** Two online seminars (each two hours), one month apart.
- Outcome:** Certificate of participation.
- Participants:** 4-10 photographers.
- Others:** Participants must have professional or high-end recreational photography equipment and be engaged with archery photography. Participants expected to photograph an archery event in between the two seminar sessions.

Archery broadcast seminar

- Format:** Online seminar (four hours).
- Outcome:** Certificate of participation.
- Participants:** 4-10 people with basic understanding of production.
- Focus:** Focus on planning the broadcast of an archery event, roles and responsibilities, equipment, camera and audio narratives, delivery and distribution theory.

Development of a promotional plan to attract new archers, communicate a key event or engage membership

- Format:** Eight online sessions (each two hours) over four months.
- Outcome:** A report on the status of media, communications and engagement within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project.
- Participants:** At least one main point of contact in the federation. Any participants must be active in the promotion of archery.
- Other:** This is a working project and its success will be measured on the progress achieved by the federation.

Financial Management

Accounting for federations

- Format:** Eight online sessions (each two hours) over four months.
- Outcome:** A report on the status of financial management within the member association, a framework for improvement with performance indicators and an assessment of the federation's progress over the period of the project. Document templates for accounting and annual financial reports.
- Participants:** At least one main point of contact in the federation. Any participants must be active in the management of the federation.
- Other:** Focus on practical daily accounting principles and the delivery of annual reports with balance sheets. This is a working project and its success will be measured on the progress achieved by the federation.