

PARA-ARCHERY EUROPEAN CHAMPIONSHIP NOTTWIL (SUI)

27 July – 03 August 2014



TEAM MANAGERS MEETING INFORMATION BOOKLET

V 1.1 (25 July 2014)

**The Team Managers Meeting will take place at
Guido A. Zäch-Institute, Room «Saturn», 4th Floor
on July 27 2014 at 20:00 Hrs**

**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 Team Managers,

On behalf of Wheelchair Sport Switzerland and the Swiss Paraplegic Association I would like to wish you warm welcome to the European Championship Para Archery 2014 in Nottwil.

To your teams I wish all the best and success at this place in the heart of Switzerland.

Mr. Martin Wenger
Chairman of the Organising Committee

Agenda of the Team Managers meeting

Roll call of all attending nations (TD)

1) Opening

- Brought to order by the Technical Delegate (TD), Mr. Dominique OHLMANN
- Introduction of the panel, by the TD
- Welcome speech, by Organising Committee, Mr. Martin WENGER

2) Introduction of Officials (TD)

- Organising Committee members, by Mr. Martin WENGER
- Tournament Judges Commission, by the Chairman of Judges, Mr. Graham POTTS
- Director of Shooting, by the Chairman of Judges
- Tournament Classifiers, by the Chairwoman of Classifiers, Mrs. Clare DOYLE
- Jury of Appeal, by the TD

3) Technical Aspects of Competition (TD + Chairpersons of Judges and Classifiers)

- 3.01. Number of participants per class
- 3.02. Classification
- 3.03. Competition Programme
- 3.04. Practice-training
- 3.05. Equipment Inspection
- 3.06. Qualification Round
- 3.07. Individual Elimination Round
- 3.08. Team Elimination Round
- 3.09. Medal matches
- 3.10. Appeal Procedure (Form attached)

4) Technical Matters (ED + Chairman of Judges)

- 4.1. Results system
- 4.2. Rules that apply in this event.
 - 4.2.1. Ranking (World Cup & World Archery Ranking)
 - 4.2.2. Dress regulations

5) Logistical Aspects (OC)

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Meals, during practice, Qualification rounds, finals...
- 5.3. Access control.
- 5.4. Environment
 - 5.4.1. Water
- 5.5. Non smoking

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. Anti-doping control

8.2. Alcohol test

9) Other matters of Importance (TD)

11) Questions from Team Managers

12) Closure (TD)

10) Map

IMPORTANT TELEPHONE NUMBERS

General Management	Martin Wenger	+41763994411
Competition Management	Tom Dielen	+41796143052
Field Manager.	Josette Kunz	+41792108809
Team Liaison	Norma Strasser	+41792475607
Hotel and Accommodation	Ursina Müller	+41419396451
Transport Manager	Urs Styger	+41419395403
Press Operations	Urs Huwyler	+41792460405
Medical Care	Contact First Aid Booth on the Competition Venue If First Aid is not available or during night: Swiss Paraplegic Center +41419395454	

OFFICIALS

Technical Delegate: Dominique OHLMANN

Tournament Judge Commission:

Chairman: Graham POTTS

Direct. of shootings: Drasco Mihinjac

Judges: Katerina Koncalova

Friedrich Karle

Paul Van Veen

Svetlana Vran

Denis Paquet

Yuri Yogev

Ringa Baltrusaite

Slobodan Matic

Tournament Classifiers Commission:

Chairwoman: Clare DOYLE

Classifiers: Kim-Fong PANG

Chiara BARBI

Lars MEIWORM

Roman SUDA

Hervé TOGWILLER

Jury of Appeal:

To be announced on the day of the Team Managers Meeting

WAE Results & Technology Team (IANSEO): Matteo PISANI

Points to clarify

3) Technical Aspects of the competition (TD + Chairman of Judges)

3.01. Number of Participants per class (Number of Nations: 25)

Category	Group	Individuals	Teams	Mixed Teams
Compound Men Open	3	43	8	9
Compound Women Open	2	19	4	
Recurve Men Open	2	37	9	12
Recurve Women Open	1	27	5	
W1 Men	1	8	No	
W1 Women	1	6	1	
TOTAL		140		

(Updated 17 July 2014)

3.02. Classification

- All archers for classification MUST bring with them a medical intake form filled out in English and signed by a doctor.

No medical form -> no classification -> no participation.

Schedule of the classification sessions: ref. Appendix

3.03. Competition Schedule

- The latest competition schedule 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 2014724.044718 (24 July 2014)

3.04 Practice

- Training range is available Sunday 27/07
2 or 3 archers per target (depending on wheelchairs or standing) with priority by countries for each session:

09:30 to 11:30	CZE – GEO – ITA – LAT – NED – RUS – SWE
12:30 to 14:30	FRA – GBR – NOR – POL – SRB – UKR
15:00 to 17:00	AUT – AZE – ESP – FIN – GER – GRE – IRL – ISR SUI – SVK – TUR
- Official Practice, Monday 28 July 2014

09:30 to 11:30	Group 1 (RWO, W1M, W1W)
12:30 to 14:30	Group 2 (RMO, CWO)
15:00 to 17:00	Group 3 (CMO)

- 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.

3.05. Equipment Inspection:

- 28 July, during official practice.
- Located in the athlete sheltered area behind targets 1, 2 and 3.
- 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.
- Archers have to present all allowed devices, and their update classification card.
- there will be classifiers present to help and check regarding assisted devices
- 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 Tablet 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, thigh or wheelchair, facing the waiting line while shooting.

3.06. Qualification Round

- 2 athletes per target, shooting ABC format

3.07. Individual Elimination Round

- 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. RMO and RWO are permitted

to shoot 3 ends of practice and CMO, CWO, W1M and W1W 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 1/24 elimination stage (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) will be conducted immediately after results are made official. Athletes, involved in the shoot-off, who are not present on the field at the time the shoot-off has 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 9th to 56 position will shoot the 1/24 eliminations.
- There will be no alternate shooting during the preliminary elimination.

SCORING PROCEDURE Scorecards management / athlete involvement

It is the athlete's responsibility to calculate his scores correctly and organisers are not obligated to accept, verify or record scorecards which are incomplete or contain mathematical errors. An organizer should, in such instances, return the cards to the athletes if the error is identified at the time that the cards are being submitted by the athletes. An organizer, however, does not have an obligation, to review the scorecard when submitted or to identify errors on the scorecard. Acceptance by the organizers does not mean that the score as written is accepted.

If the score listed on the signed and submitted paper score card(s) (and in case of double scoring are the same on each card) is lower than the actual score, the athlete will be required to accept the (lower) score listed on the scorecard. If the PDA score is lower than the correct score on the scorecard, the athlete will be entitled to the higher score listed on the score card. If an athlete submits two scorecards with two different totals, the lower total will be used.

FITA C&R Committee, 10 June 2011

Approved by the FITA C&R Committee, 10 June 2011

3.07.1 Recurve Open 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.

3.07.2 Compound Open and W1 Elimination

- Matches for all compound Open and W1 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.

3.08.1 Mixed Teams Elimination Round

- 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 1/4th phase (RXO) or semi-finals (CXO)
- No alternating shooting
- Byes permitted, teams will be allowed to shoot on their allocated target, but no score will be recorded or displayed.

3.08.2 Recurve Open Teams Elimination Round

- Starting at the semi-finals (CWO, RWO, RMO)
- 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.

3.08.3 Compound Open Team

- Starting at the 1/4th phase (CMO) or at the semi-finals (CWO)
- 4 ends of 6 arrows, 2 arrows per athlete (50 m, cumulative scoring)

3.09. Individual Medal Matches

- The field for finals will be 90° turned from the qualification round field.
- Venue for finals will have a "Practice field".
- Practice field: will have 4 targets.
- The area will have water, tents, chairs and tables.
- Practice Field will be open 1 hour before the start of competition.

3.10. 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 Euro 50,00 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 (TD + Chairman of Judges)

4.1. Results System

- Qualification Round - scoring will be done by athletes/agents. One athlete/agent records, on the official paper based score sheet, the scores of all other athletes on that target. At the same time, another athlete/agent, on that same target, will in put all the scores of the athletes on that target into the PDA terminal. All athletes/agent should verify that all scores are written and entered correctly on both score cards (paper and electronic).
- In case of the archer has no agent and can't go to the target by himself, the agent role will be assume by a volunteer from the LOC.
- Tablet terminals will be used during the Qualification and Elimination Rounds, but not in the Finals. Mr Matteo PISANI (IANSEO) is responsible for the results.

4.2. Rules that apply in this event

4.2.1. The Rankings

- At the end of the event, the World Ranking (www.worldarchery.org) will be updated.

4.2.2. 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.

5) Logistical Aspects (OC)

5.1. Transportation

- There will be transportation between the Swiss Paraplegic Center in Nottwil and the hotel «Campus Sursee» according to the daily schedule. Please confirm with the Information Center.

5.2. Meals during the event

Breakfast

- will be served in the restaurant «Aurora» (5th floor) for everyone accommodated in the «Guido A Zäch» building. Teams accommodated in the various buildings of the hotel «Semnarhotel» will have the breakfast in the main building of «Seminarhotel».

Lunch and dinner

- will be served in the big entrance hall of the Paraplegic Centre behind the ramp.
- For authentication the accreditation card needs to be displayed.
- Besides, the separate payment badge («Sportanlass») allows you to buy additional food and drinks in the self service restaurant at discounted conditions (wheelchair users benefit from the discount automatically).

Catering Times:

Breakfast	06:30 - 09:30
Lunch	11:30 - 14:00
Dinner	18:00 - 19:30

- Snacks (drinks, sandwiches, ice cream, and coffee) can be bought at the small food booth on the left side of the competition venue the opening hours will be adjusted according to the daily competition schedule. This service is not covered by the entry fee and is not provided free of charge!

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 archer's accreditation cards showing which category they are competing in.
- Accreditations will be checked at the entrance and only athletes and team officials with accreditation will be allowed to enter.
- Athletes who are not in competition may watch the event from behind the athlete shelter. A pathway will be laid out for archers and officials to walk to the stands once they get off the buses at the venue's drop-off point.
- Athletes who are eliminated are required to collect their equipment and leave the competition area as soon as possible to allow more room for those athletes still competing.

5.4. 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.

5.4.1 Water:

- In an effort to aid the environment, water will be distributed using the familiar WA bottle deposit system.
- Each accredited person can obtain water bottles for free. In order to get a new bottle, it is necessary to return an empty bottle and to show the accreditation badge.
- Water bottles will be distributed at the Material Storage.

5.5. 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.

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 during the finals.

6.2. Opening Ceremony

- The opening ceremony will take place on the competition field at 17:30. While the teams (archers and officials) stand on the field, a member of each country will carry the flag.
- Meeting point for the teams is 17:15 latest.
- The flag bearers meet at 17:00 on the left side of the competition venue (close to the first aid booth).

6.3. Closing Ceremony

- The closing ceremony will take place on the competition field at 16:30 just after the last medal ceremony.
- Everyone is requested to be present.

6.4. Farewell Dinner and Closing Get Together

- The farewell dinner takes places in the Aula of the Swiss Paraplegic Center.
- It starts at 19:00 and can be found on the right side of the main entrance.

7. Medical Related issues (OC)

- A first aid service is available on the left side of the competition field.
- If the first aid service is not present or during night, please contact the welcome desk of the Swiss Paraplegic Center. Wheelchair users usually get the treatment in the center, others will be sent to a local hospital.

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 (TD)

- 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.
- The Swiss Paraplegic Center (SPC) is a rehabilitation center for people with spinal cord injuries. To protect the privacy of the patients, please be aware that you not enter the upper levels of the building. Furthermore you are not allowed to take pictures in the building.

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.
- On the large site of the Swiss Paraplegic Center (indoor and outdoor), the WiFi «Public-SPG» can be used free of charge. An authentication code will be sent to your mobile phone when using it for the first time. If you encounter problems, please check with someone at the information center.
- All other hotel expenses including laundry and minibar, etc will be covered by the participants themselves.

Special facilities

- There's no general access to the swimming pool and the gym (weight room) of the Swiss Paraplegic Center. Both of them belong to the hospital and are being used for this purpose.

- Therapies (of any kind) and massages are not being provided by the LOC and cannot be booked at the Swiss Paraplegic Center.
- A cash machine (ATM) can be found at the entrance of the Swiss Paraplegic Center on the right side slightly opposite of the reception.

Information

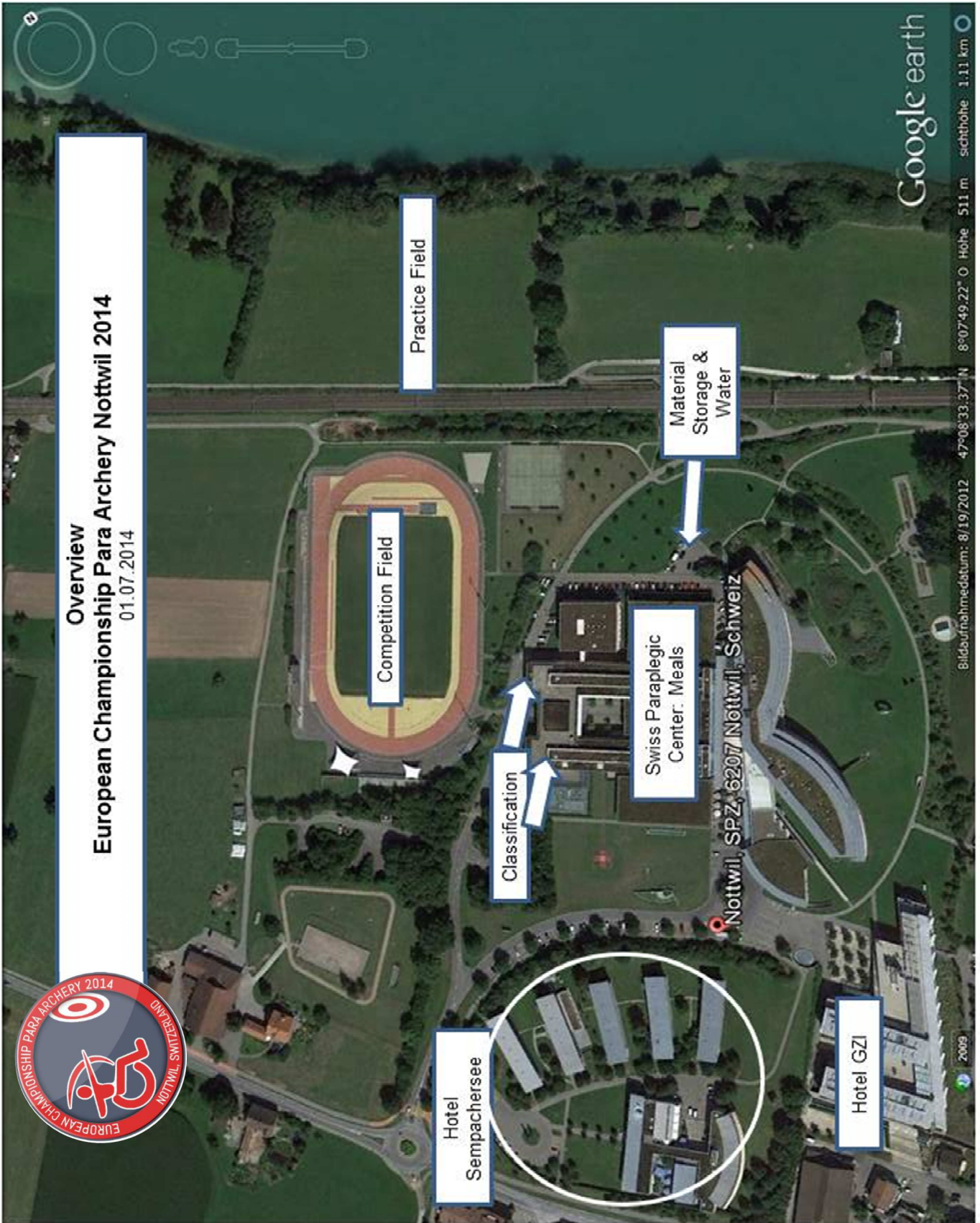
- The information center can be found in the tent on the left side of the competition area. Its opening hours may be adjusted according to the daily schedule. Additional hours might be provided in the meeting room «Luft».
- Post offices for the teams are being located at the information center.
- Information will be posted on the pinboard which is located at the entrance of the Swiss Paraplegic Center on the right side.
- Ideas for short trips (e.g. Lucerne) can be found at the information center.

10. Questions from Team Managers

11. Closure (TD)

Appendixes

- Map
- Mixed team members nomination form
- Team members nomination form
- Appeal form



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Mixed Team Members Nomination Form



National Team:

RECURVE OPEN Mixed Team:

1.

2.

COMPOUND OPEN 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 Technical Delegate or Chairman of the Judges Commission before 13:45 on 31 July.

Team Members Nomination Form



National Team:

Recurve Open Women: 1.
2.
3.

Recurve Open Men: 1.
2.
3.

Compound Open Women: 1.
2.
3.

Compound Open Men: 1.
2.
3.

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 Technical Delegate or Chairman of the Judges Commission before **8:45 on 01 August.**



A P P E A L F O R M

This is an intention of Appeal

This is an appeal
from

the Team Captain of :

Name of the Team Captain:

the Team of :

an individual person (name) :

other (please specify) :

This appeal is against :

Description of Appeal or Protest :

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

Signature :

Name in printing:

Received on :

time :

by Chairperson of the Tournament Judge Commission :

Signature:

Name in printing

Article 3.13. WA Rulesbook

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 within 5 minutes of the end of the relevant round or match, whichever comes first. During the Finals of match play rounds, the notice of intent to file an appeal shall be given within five minutes of the end of the match, or prior to the start of the next match, whichever is first.

The **written appeal** shall be lodged with the Jury within 15 minutes of the end of the relevant round or match, whichever comes first.

An appeal is subject to a fee of Euro 50,00 that shall be returned if the appeal is upheld or if the Jury of Appeal decides that it is appropriate.