



**INDOOR  
European Championships 2017  
VITTEL (FRA)**

**TEAM MANAGERS MEETING**

**INFORMATION BOOKLET**

V1.1 – 22 Feb 2017

The Team Managers Meeting will take place at  
**Conference room (2<sup>nd</sup> floor of CPO)**  
**March 7th, at 09:00 h**

Dear Team Managers and all participants:

Welcome to Vittel for Indoor European Championship. The Local Organising Committee and me will be trying our best for you during the Championship.

I hope you will enjoy every second of Vittel and the Championship also will return to your home countries with great success.

I would like to wish success and good competition for all of you.

Hakan CAKIROGLU  
European Championship TD

Dear Team Captains, dear participants :

Welcome to Vittel, to the Indoor European Championships 2017. Thank you for attending this important event for archers, Member Associations, the Organizing Committee and for WAE.

The Organizing Committee and the city of Vittel sincerely welcome you and will do the best to make sure that after the competition is over, all of you turn back home with warm memories and new friendships between participants from all over Europe.

We hope that at the end of this week we will have the feeling that this was a successful European Championships and a good competition for archery, for our sport and for the O.C.

Enjoy your stay in Vittel !

We wish you the best for this Championship.

Good luck to all participants!

**Jean-Jacques GAULTIER**  
Mayor of Vittel  
Co-President of the Organizing Committee

**Philippe BOUCLET**  
President of French Archery Federation  
Co-President of the Organizing Committee

## Agenda of the Team Captains meeting

### 1) Introduction of Officials & Opening of the meeting *(WAE TD)*

- Welcome & Introduction of the panel by WAE TD
- Introduction of the panel, WAE TD
- Welcome speech by the President of the Organizing Committee

### 2) Introduction of Officials (TD)

- Organising Committee (OC) members, by the Chairman of the OC
- Tournament Judges Commission, by the Chairman of Judges
- Director of Shooting, by the Chairman of Judges
- Jury of Appeal, by WAE TD

### 3) Technical Aspects of the competition *(WAE TD + chairman of Judges)*

- 3.1. Number of participants per class
- 3.2. Competition Programme (attached)
- 3.3. Practice-Training – Programme attached
- 3.4. Equipment Inspection
- 3.5. Qualification Round & information on scoring
- 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 *(WAE TD + Chairman of Judges)*

- 4.1. Timing Control system
- 4.2. Results system
- 4.3. Rules that apply in this event.
  - 4.3.1. Maximum number of official in the FoP
- 4.4. Accreditation Cards rules.

- 5) **Logistics Aspects (OC)**
  - 5.1. Transportation: Venue, Airport etc.
  - 5.2. Meals, during qualification, practice, finals...
- 6) **Protocol and ceremonies (OC)**
  - 6.1. Opening Ceremony
  - 6.2. Medal Ceremonies
  - 6.3. Closing Banquet
- 7) **Medical services (Medical representative)**
  - 7.1 Medical services
  - 7.2 Physiotherapy service
  - 7.3 Emergencies
- 8) **Doping Control (Medical representative)**
  - 8.1. Doping control
  - 8.2. Alcohol test
- 9) **Dress Regulation**
- 10) **Other matters of Importance.**
  - 10.1 Environment
  - 10.2 Water
  - 10.3 Communication
  - 10.4 Non Smoking
  - 10.5 Mixed zone and press conference
  - 10.6 Internet access
  - 10.7 Hotels internal rules
  - 10.8 WAE Athletes' Liaison election
- 11) **Questions from Teams Managers**
- 12) **Closing (WAE TD)**

## IMPORTANT TELEPHONE NUMBERS

Medical Care : EMERGENCY (out of FOP) : 112

Team managers main contact  
by sms or whatsapp: **+33 685 516 569**

*Please send us a sms or whatsapp message including "country" and "name" to enable the LOC to enter you as contact in or list in case of necessity to send you information with*

## OFFICIALS

**Technical Delegate:** Hakan CAKIROGLU  
**Event Manager:** Dean ALBERGA

### **Tournament Judge Commission:**

Chairman: Francisco GIMENEZ

Director of Shooting: Anthony HILLAIRET      DOS Assistant: Tbd

Judges: Marc GYS      Susan RICHARDS  
Andjelko PRASKALO      Giorgio PIGA  
Maren HAASE      Jessica LARSSON  
Flemming SKJOLDBORG      Natalya RODIONOVA

**Jury of Appeal:** Tbc

### **WA Results & Technology Team:**

Results Manager: Ardingo SCARZELLA  
Andrea GABARDI – Marco CARPIGNANO

## POINTS to inform

### 3) Technical Aspects of the competition (WAE TD + chairman of Judges)

#### 3.1. Number of Participants per class (final numbers will be given in meeting)

Number of Nations: 28

Updated 22<sup>th</sup> February 2017

Category	Group		Individuals	Teams
Recurve Men	RM	A	30	6
Recurve Women	RW	A	28	7
Recurve Junior Men	RJM	A	42	11
Recurve Junior Women	RJW	A	33	9
Compound Men	CM	B	26	7
Compound Women	CW	B	25	6
Compound Junior Men	CJM	B	25	5
Compound Junior Women	CJW	B	22	6
TOTAL			231	

Regarding on WAE rules (2.4.4) and preliminary entries, all categories (Individuals and teams) will compete for titles.

#### 3.2. Competition Program (as attachment)

#### 3.3 Official Practice, Practice & Training :

- Official Practice – Official FOP

10:00 to 12:00            Group A  
14:30 to 16:30            Group B

- Free practice

The training field will be open the days of the event till Friday 10<sup>th</sup> included from 09:00 to 12:00 and from 15:00 to 18:00.

During the elimination rounds stages, priority will be given to archers or teams involved in the matches.

- Warm-up in the assigned targets per session.

Qualification Round: 30 min before the Competition

Individual Elimination Round Practice: 30 min before the competition.

Team Elimination Round Practice: 20 min before the competition.

### **3.4. Equipment Inspection.**

Teams must have finished their registrations before going to Official Practice and Equipment Inspection. No one will be allowed to get in competition and practice venues without accreditations cards.

Equipment inspection will be run at the Main Hall, at the same time as the Official practice. Each team will be called (following alphabetical order) and invited by the DoS to come to the designated place for this inspection. All team members should wear their team uniform. We are kindly asking to all the archers and coaches to follow the OC volunteers and Judges Instructions to proceed with no delays and as organized as possible.

Due to the late arrival of some teams there is the possibility that the start list will change during or after the official practice. Therefore, the start numbers will be delivered before the start of the qualification round. When receiving the start numbers, we would like each Team Captain to double check that each archer has the correct registration number.

The passports/the date of birth for all the Juniors participating in this event will be checked during the accreditation.

### **3.5. Qualification Round and information on scoring**

Electronic Score Terminals (PDA) for each target will be given by volunteers when archers will go to the target. The athletes should register themselves the data entries for their scores. Assistance will be given in the FoP if requested by the WAE Result team on site.

Please double check between terminals and scorecards, and please make sure that each archer of your team is aware that all the data requested in the scorecards must be filled in, and scorecards signed.

### **3.6. Individual Elimination & Finals Round (until 1/2 finals)**

Following the Competition and entries per categories, byes might occur. In case of a bye, archers will be allowed to shoot on their own target, but no score will be recorded or allowed to be displayed. No alternate shooting format during eliminations and finals. Only for the bronze and gold medal matches alternate shooting will be applied.

### **3.7. Individual Finals Round (Medal matches)**

The Final Round (Gold Medal matches) will take place in a same venue. Following the Competition Schedule, medal matches will be shot at in a 2 targets FoP in alternate shooting format.

### **3.8. Team Elimination & Finals Round (till 1/2 finals)**

No alternating shooting will be used until the Medal matches

### **3.9. Team Finals Round (Medal matches)**



Following the Competition schedule, medal matches will be shot in alternate format.

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

In case of an Appeal, the Appeal Form should be given to the Chairman of Judges or to his deputy. In order to proceed with an appeal, a deposit 40 Euros should be given to the WAE TD (Or Chairman of Judges) for the appeal to be valid

### **3.11. The medal matches as spectator**

The archers or team who want to watch the medal matches as spectator are kindly invited to encourage the other participants.

Places are reserved for them in some tribunes. The accreditation card is a mandatory to have free access to these tribunes.

Access to tribunes is free the other days (qualification rounds and elimination rounds).

## **4) Technical Matters (WAE TD + chairman of Judges)**

### **4.1. Timing Control system.**

For the competition, the Chronotir timing system will be used.

### **4.2. Results system.**

IANSEO is the provider of the Results. The scoring in the Qualification Round will be done by the archers. One archer will write down the score on the paper score sheet and another archer will score on a terminal. The third and fourth archer verifies that the correct scores are entered.

PDA terminals are used during the Qualification and Elimination Rounds, but not in the Finals. The person responsible for the results is Mr. Ardingo SCARZELLA (Result Manager).

### **4.3. Rules that apply in this event. WA rules**

Rules for Indoor and WA official interpretations.

For Recurve division, we will use Recurve target faces and for Compound division, the Compound target faces will be used.

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

## 5.1 Transportation:

The entire transport schedule will be published in the official hotels and in the venue on 05<sup>th</sup> March and updated if needed during the championships.

All teams are requested to inform to the LOC (local Organizing Committee) on their departure details (return flight confirmation, number of person, etc..). Please contact the provide/check this information as soon as possible.

Please be aware that if your departure city is:

- Basel your team will be required to leave the hotel 4 hours earlier to the flight departure.
- Strasbourg your team will be required to leave the hotel 5 hours earlier to the flight departure.
- Luxembourg your team will be required to leave the hotel 4 hours earlier to the flight departure.

## 5.2 Meals, during practice, finals...

### Lunches

From 6<sup>th</sup> to 12<sup>th</sup>, lunches are arranged in the Congress Centre ("Palais des Congrès")

A shuttle is organised each day and archers and officials can take a bus each ¼ hour to go to the Congress Centre and to come back, during the lunch time.

Opening time for lunch: **11:00 to 14:00 each day of competition,**

Due to the opening ceremony, closure of lunch will be delayed to 14:30 on Tuesday 07<sup>th</sup> March.

### Dinners

From 05<sup>th</sup> to 11<sup>th</sup> March, all dinners are arranged in each hotel, except for the hotel "Les Curtilles"

At this season there is no restaurant service in "Les Curtilles", teams who have booked in this hotel will have dinner at the Congress Centre, from 19:30 to 22:30 (just face to the hotel)

## 5.3 Other social functions.

There will be Closing Banquet & Party at 19:30 in the Congress Centre. This banquet is considered as the dinner of the 12<sup>th</sup> March. No dinner will be served in the hotels this day.

## 6) Protocol and ceremonies (OC)

### 6.1. Opening Ceremony

Date 07<sup>th</sup> March 2017  
Time 12:30 – 13:15  
Venue CPO – Official FOP  
Dress Code Official uniform

Transportation will be available from the Congress Centre for participants who have to take lunch before coming.

More instruction will be given to the TM at their arrival to the accreditation process.

## 6.2. Medal Ceremonies

Award ceremonies will take place each half-day, just after the last medal matches (cf. official schedule)

Archers who are involved are kindly invited to stay at the ground floor, to be immediately available after the last match of the half-day.

The podium will be installed on the final venue.

## 6.3. Closing Banquet & Party

Date : 12<sup>th</sup> March 2017  
Time: 19:30  
Venue: Congress Centre

Transportation will be available from the official hotels, except from “Les Curtilles” and “Le Providence” which are close to the Congress Centre.

The schedule of transport will be published in the concerned hotels.

The last departure to official hotels will be at 24:00

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

Ambulance and First Aid Services will be available in the Archery Venue. Official Hotel have an agreement to with the nearest local hospitals. In case of emergency during you stay in the hotel, please inform the reception and proper arrangements will be made.

## 8) Doping Test

### 8.1. Doping control

Doping control will be done following WAE rules.

### 8.2. Alcohol test

Alcohol tests will be done following WAE rules.

## **9) Dress Regulation (WAE TD)**

Athletes, officials and staff should have a proper appearance, when are present on the field. Athletes and Technicians should wear no other kind of foot wear, than sport-shoes. This is a WAE European Championships so WAE dress regulations do apply. Names are required to be on the back for all senior archers and are requested for Junior Archers. It is strictly forbidden to shoot in jeans.

**Please refer to WA rules : 3.22.1.1 to 3.22.1.5 included**

## **10) Other matters of importance (WAE TD & EM)**

### **10.1. 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.

### **10.2. Water**

Water: During the event, every accredited person has the right to get free water.

In an effort to aid the environment, water will be distributed using a bottle deposit system.

Each accredited person will receive a deposit coin. This coin can be exchanged for a bottle of water. In order to get a new bottle, it is necessary to provide either a deposit coin or an empty bottle of the same type. At the end of the day, empty bottles can be traded for a coin that can be used on the next day.

Water bottles will be distributed at the entry of the training field and at the information desk

### **10.3. Communication**

Mail boxes will be installed at the entry of the training field.

All results and updated documents for TM will be on

<http://info.ianseo.net/> and <http://www.ianseo.net/Details.php?told=2017>

### **10.4. 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 CPO.

### **10.5. Mixed Zone and Press Conferences:**

Interviews will take place at the Mixed Zone at the exit of final venue. Athletes will be requested to pass through the mixed zone to speak with the media.

### **10.6. Internet access**

A local network is usable at the venue.

To ensure that Team Managers will have efficient access to online updated information and documents, each of them will receive a password to have free access with one device (recognized by the device IP). It is their responsibility to use it for access on legal websites or services.

### **10.7. Hotels internal rules**

Each one must respect rules on the field AND out of the field during all the Championships.

We remind that in all hotels it is strictly forbidden to cook or to smoke in rooms. If you don't respect it, you'll have to pay a 150,00 € fine due to fire and smoke alarm system.

### **10.8. WAE Athletes' liaison election**

The election will be managed by Dean ALBERGA

Each athlete who participate to the Indoor European Championships is allowed to vote.  
It is mandatory to show the accreditation when casting a vote. No accreditation, No voting.

On presenting an accreditation the voter will be checked of the participants list to avoid double votes.

There is only one available position, each voter can cast only one vote and can only check one box on the ballot. If more boxes are checked per ballot the ballot (vote) is not valid.

In case of a tie for the available position the athletes will be asked to vote again for a new round between the candidates who have the same amount of votes.

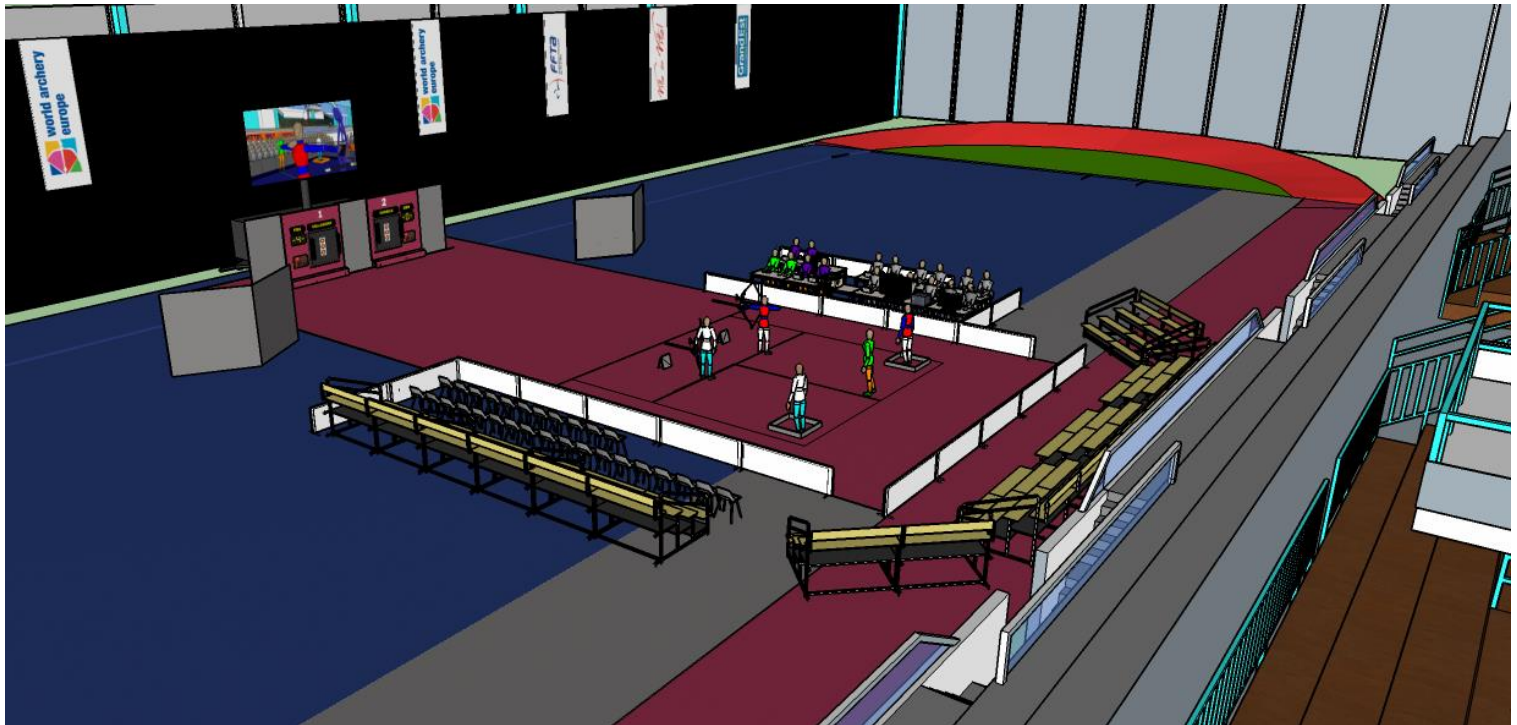
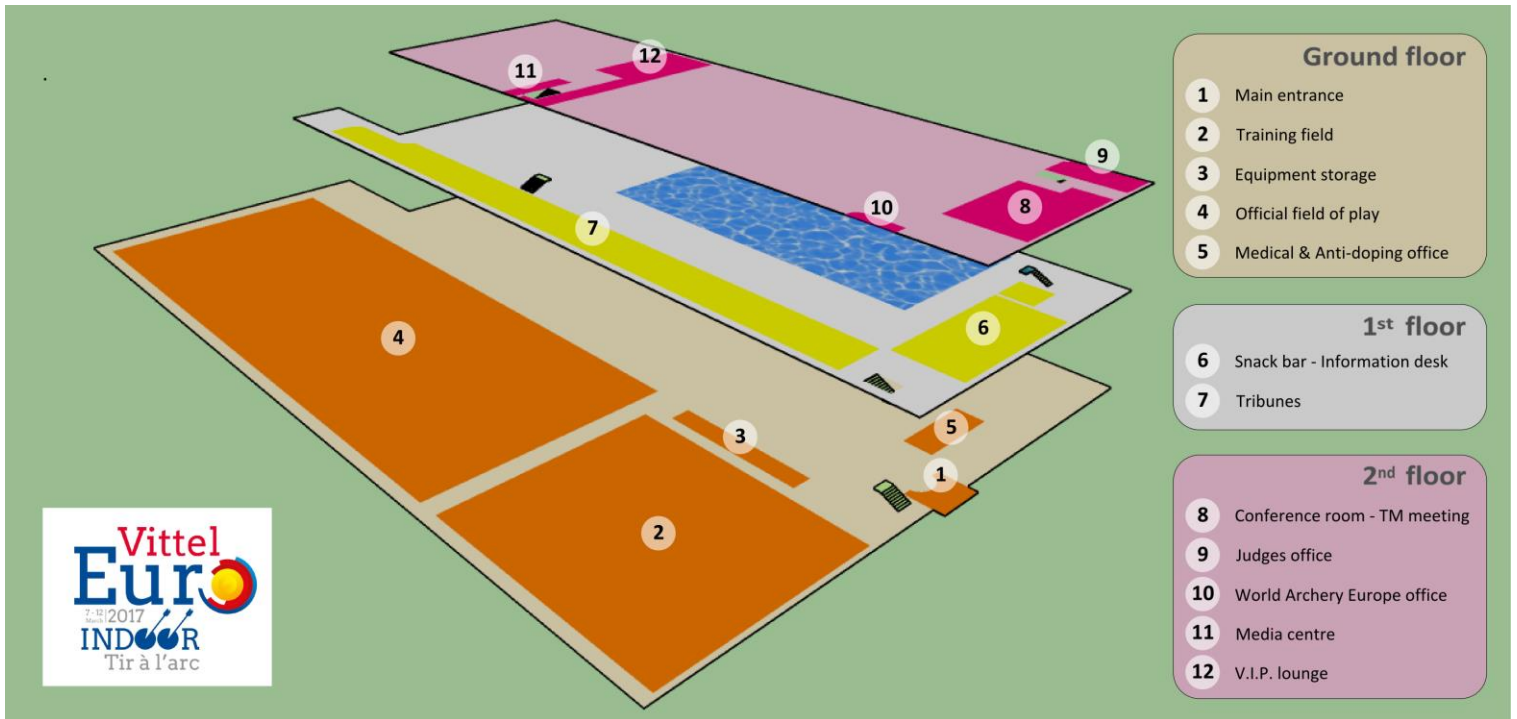
The voting station will be open during official practice (07<sup>th</sup> March) and qualification (08<sup>th</sup> March) 09:00 to 12:00 and 14:00 to 17:00. after which the votes will be counted.

Counting will be done by three volunteers (preferably athletes) under scrutiny of a World Archery Europe representative. Persons conducting the count may not have any athletes of their country on the candidate list for the athletes liaison position.

## **11) Questions from Team Managers**

## **12) Closing (WAE TD)**







## APPEAL FORM

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 :

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Description of Appeal or Protest :

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

Signature :

Name in printing:

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Received on :

time :

by Chairperson of the Tournament Judge Commission :

Signature:

Name in printing

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### 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.