



**EUROPEAN ARCHERY OUTDOOR
CHAMPIONSHIPS
LEGNICA (POL)
27 AUGUST - 02 SEPTEMBER 2018
www.achery-legnica.pl**

**TEAM MANAGERS' MEETING
INFORMATION BOOKLET**

V 1.1 (26 August 2018)

The Team Managers' Meeting will take place on Monday 27 August 2018; 12:00 Qubus Hotel (transportation from/ to Qualification / Elimination will be provided).

All Team Managers are requested to attend this important meeting.

Teams without a Team Manager are requested to send one of their athletes to the Team Managers' Meeting.

Please read this document upon receipt and bring it with you to the Team Managers' Meeting.

Dear Team Managers,

On behalf of the Organising Committee, I would like to welcome you to the European Archery Outdoor Championships in Legnica, Poland.

The Organising Committee and the citizens of Legnica sincerely welcome you. We will do our best to host your teams with warm hospitality, by providing beautiful memories and sharing friendship between participants from all over the world during your stay in Legnica.

Please don't hesitate to ask whatever you need during your stay.

I would like to wish you good luck and success to your Teams.

Yours Sincerely,

Mr Józef BAŚCIUK

President

Local Organizing Committee

Agenda of the Team Managers' (TM) meeting

Opening

- Brought to order by Technical Delegate (Mr. Hakan CAKIROGLU)

1) Roll call of all attending nations WAE (Mr. Hakan CAKIROGLU)

- 1.1. Introduction of the panel (Mr. Hakan CAKIROGLU)
- 1.2. Welcome speech (Mr. Józef BAŚCIUK – OC President)

2) Introduction of Officials (Hakan CAKIROGLU)

- 2.1. Organising Committee (OC) members, by the Event Manager (Mr. Maciej ŁABA)
- 2.2. Tournament Judges Commission, by the Chairman of Judges (Mr. Graham POTTS)
- 2.3. Jury of Appeal by WAE (Mr. Hakan CAKIROGLU)

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

- 3.1. Number of participants per class
- 3.2. Competition Programme (attached)
- 3.3. Practice
- 3.4. Equipment Inspection
- 3.5. Qualification Rounds (28 Aug 2018). Information on scoring
- 3.6. Individual Elimination Round (29 and 30 Aug 2018)
- 3.7. Team Elimination Round (29 and 30 Aug, mixed teams 30 Aug 2018)
- 3.8. European Games Qualifying Tournament (31 Aug 2018)
- 3.9. Individual and Team Finals (01 Sep 2018)
- 3.10. Appeal Procedure (Form attached)

4) Technical Matters (TD + Chairman of Judges)

- 4.1. Timing Control system
- 4.2. Results system
- 4.3. Rules that apply in this event; European Championships rules
 - 4.3.1. Maximum number of officials in the Field of Play (FoP)
 - 4.3.2. Teams definition (Team & Mixed Team Members Form)
 - 4.3.3. World Archery rules related to the competition format
 - 4.3.4. High draw
- 4.4. Ranking & EG Qualifying Tournament

5) Logistical Aspects (OC)

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Accreditation
- 5.3. Meals, during practice, Qualification rounds, finals

6) Protocol and ceremonies (OC)

- 6.1. Opening ceremony
- 6.2. Closing ceremony
- 6.3. Medal ceremony

7) Medical Related issues (OC)

- 7.1. Medical services & emergencies

8) Doping Control (OC)

- 8.1. Doping testing

9) Other matters of Importance (TD)

10) Questions from Team Managers

11) Closure (TD)

Digital Pigeon Hole (Form attached)

For these European Championships we will ask team managers on arrival to supply the OC with maximum 3 email addresses per country to which we will send daily results. The reason for this is to try and reduce the environmental impact this event has by reducing the amount of paper that we produce. Wi-Fi is available in all the hotels. The form for this can be found at the end of the booklet.

IMPORTANT TELEPHONE NUMBERS

Organizing Committee

| | | |
|---------------------------|------------------------|-----------------|
| Mr. Józef BAŚCIUK | OC President | +48 668 471 943 |
| Mrs. Małgorzata SZALAŃSKA | Event Director | +48 693 456 883 |
| Mr. Maciej ŁABA | Event Manager | +48 669 931 469 |
| Mr. Michał LESZCZYŃSKI | Transportation Manager | +48 509 836 312 |
| Mr. Konrad PRZESMYCKI | Field of Play Manager | +48 505 709 408 |
| Mr. Antoni CICHY | Media & Press Officer | +48 880 257 648 |

Hotels & Accommodation

| | | |
|-------------------|------------------|---------------------|
| Qubus Hotel | +48 76 866 21 00 | Skarbowa 2 Street |
| Sękowski Hotel | +48 76 721 31 60 | Gliwicka 15 Street |
| Kamieniczka Hotel | +48 76 723 73 92 | Młynarska 15 Street |
| Gwarna Hotel | +48 76 745 00 00 | Wjazdowa 12 Street |

OFFICIALS

Technical Delegate:

Mr. Hakan CAKIROGLU (WAE) +90 5324 225100

Chairman Tournament Judge Commission:

Mr. Graham POTTS

Director of Shooting:

Mr. Robert POTTS

Jury of Appeal:

Will be communicated the day of the Team Managers' meeting

WAE Results & Technology Team (IANSEO):

Mr. Ardingo SCARZELLA

Mr. Marco CARPIGNANO

WAE Results Verifier:

Mr. Ardingo SCARZELLA

Event Medical

Piotr WOŹNIAK Ambulance

NOTE: In case of an emergency or life threatening situation dial 112 or 999 for immediate services.

Tournament Judge Commission

| | |
|---------------------------|-------------|
| Mr. Graham POTTS | Chairperson |
| Mr. Helmut PÖLL | Member |
| Mr. Patrick WIGGELEER | Member |
| Mr. Klaus LYKKEBAEK | Member |
| Mr. David CATALAN | Member |
| Mr. Barry BROPHY | Member |
| Mr. Zorigto MANKHANAOV | Member |
| Mr. Christoph SCHILLINGER | Member |
| Mr. Ügur NACIR | Member |
| Mr. Robert POTTS | DOS |

National Judges

Mr. Zbigniew AUSTYN
Ms. Magdalena AUSTYN
Mrs. Małgorzata SOKOŁOWSKA
Ms. Karolina CZAPIŃSKA
Mr. Konrad PRZESMYCKI
Mr. Akradiusz WOROŃKO
Mrs. Kinga KLOREK

Points to clarify

3) Technical Aspects of the competition

(WAE TD + Competition Manager + Chairman of Judges)

3.1. Number of Participants per class (to be finalised after accreditation).

Number of Nations: 43, total of 331 competitors (Updated 19 Aug 2018)

| | | |
|----------------|-----------------|-----------|
| Recurve Men | Individual: 105 | Teams: 29 |
| Recurve Women | Individual: 84 | Teams: 24 |
| Mixed Recurve | | Teams: 33 |
| Compound Men | Individual: 90 | Teams: 27 |
| Compound Women | Individual: 52 | Teams: 12 |
| Mixed Compound | | Teams: 25 |

3.2. Competition Programme (attached)

The most actual competition programme is shown 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 V 0.5 published on 24th August. The schedule can be subject of change.

3.3. Practice

Official Practice will be on Monday 27 Aug at Qualificaiton/ Elimination field (3 hours for each division), shooting in ABCD format. Shooting direction is North.

Recurve Women & Compound Men, 09:00 to 12:00

Recurve Men & Compound Women, 13:30 to 16:30

Qualification Round will have 3 ends of practice.

Target assignments will be available in the digital pigeonhole on Sunday evening & the Ianseo Website 26 Aug, if we have the team email addresses, and also at the Sport Info desks at the hotel.

Practice field located just opposite the main field, will be available from Sunday 26 Aug morning up till and including Friday 31 Aug from 09.00 to 15.00.

3.4. Equipment Inspection

Equipment inspection will be run following the program of the official practice. Each team will be called (in alphabetical order) and invited by the DOS to the dedicated place for the Equipment inspection in the competition field. All team members are required to wear their team uniforms. Also all spare equipment must be brought to the equipment inspection.

During the equipment inspection, we would like each Team Manager or Coach to ensure that their athlete's names have the right spelling.

The athlete's number will be given with the scorecard before the qualification round. When receiving the registration numbers, we would like each Team Captain to double check that each athlete has the correct athlete number.

The athlete's number must be worn on the athlete's quiver or the thigh facing the waiting line. During the equipment inspection, instructions on the use of the scoring tablets will be carried out if requested. We ask all the athletes and coaches to follow the OC volunteers and Judges' instructions in order to proceed with as few delays and as organised as possible.

The Environment

We ask you to instruct your athletes to use the litterbins located in different areas of the archery venue. Please help us to keep the venue as clean as possible.

Water

To help with environmental issues we would like to enforce the water bottle deposit system. With your accreditation you receive one bottle of water at the distribution point. You will only receive a new bottle of water by returning the empty bottle. If your athletes lose the empty bottle, please contact the O.C. Abiding by this simple rule, we actively help to run the competition smoothly and in addition help to avoid useless waste.

Non-smoking

This is a non-smoking event for the practice and official competition areas.

You can smoke at areas indicated close to the exit of the venue.

In Poland, smoking inside public buildings is no longer allowed; please use the designated areas outside. This also includes electric cigarettes, refer to book 3, Art.12.8.

3.5. Qualification Round (28 Aug 2018). Information on scoring

Qualification Rounds (recurve / compound), shooting 4 athletes per target ABCD format, see schedule. Recurve 70m Round (72 arrows), Compound 50m Round (72 arrows).

The scoring system in use are tablets in conjunction with IANSEO software.

The scoring in the Qualification Rounds will be done by the athletes. One archer will write down the score on the paper score sheet and another archer will score on the terminal. The third archer verifies that the correct scores are entered. The use of the tablets is mandatory. During the official practise your athletes will be asked to test the tablets and see if they understand the correct working. Terminals will be used during the Qualification and Elimination Rounds, but not in the Finals.

Please instruct your athletes to sign the score sheets before handing them back after each round, including total score, 10's and X's.

3.6. Individual Elimination / Mixed Team & Team Rounds (28 - 30 Aug 2018)

Each division will have three ends of practice in the competition targets when starting the first elimination of the day. If archers would like to have more arrows for warming up, the practice field will be opened from 09:00.

Matches will be run as fast as possible. Therefore the times indicated in the schedule are just a reference. Please be aware of that and follow the competition to be prepared when the match of your athlete could be scheduled. Only the start of the morning session and the start of the afternoon session will be respected as indicated in the competition schedule.

Divisions (RM, RW & CM) will start at 1/48, division CW will start at 1/24. Division RM with 1/48 will start on 28 Aug and continue together with other divisions on 29 Aug and will complete 1/16, 1/8, 1/4 and 1/2 finals on the 30 Aug. Top 8 individual athletes will place themselves directly to the 1/16 finals. Athletes from 9th to 104th positions will shoot the 1/48 and 1/24 eliminations.

Consequently, the top 8 will join the winners of the 1/24 eliminations to complete the 1/16 elimination. There will be no alternating shooting. No faces will be changed as default and matches will start as soon as the field is ready. We will respect starting time at the beginning to the session and then run the competition as it goes. Therefore some matches could start sooner than the time indicated in the schedule. Please be aware and prepared for this. Byes maybe allowed (check schedule). In case of a bye, archers will be allowed to shoot in their own target, but no score will be recorded or allowed to be displayed and will be limited to three arrows per end and maximum of THREE sets for recurve and FIVE ends for compound.

Mixed Team Elimination will start at 1/12 finals, 30 Aug, no alternate shooting and it will be run until the result of the bronze medal match. Gold Medal matches will take place on the Finals day on 01 Sep.

3.6.1 Recurve (Book 1, 4.5.1.4).

The set system will be used for the elimination in recurve up to and including the semi-finals, per class and division.

The elimination round in which the top 104 athletes are seeded according to their positions in the qualification round (Book 2, Appendix 1). They shoot a series of matches in groups, each match consisting of the best of 5 sets of 3 arrows.

Shoot-Offs for Individuals - (For entry into eliminations, Top 8 position if required, and tied matches): both archers will shoot a single arrow, simultaneously, in 40 seconds. If both archers score a 10 (including X), then a second shoot-off will occur, with the arrow nearest the middle of the target being the winner.

3.6.2. Compound (Book 1, 4.5.1.5).

The compound match round will be used for the elimination in compound up to and including the semi-finals, per class and division.

The elimination round in which the top 104 athletes are seeded according their positions in the 50m qualification round (see Book 2, Appendix1). They shoot a series of matches in groups, all matches consisting of 5 ends of 3 arrows.

Shoot-Offs for Individuals - (For entry into eliminations, Top 8 position if required, and tied matches): Both archers will shoot a single arrow, simultaneously, in 40 seconds. If both archers score an X, then a second shoot-off will occur, with the arrow nearest the middle of the target being the winner.

3.7. Team Eliminations (29 Aug 2018)

For the team matches, there will be again three ends of practice in competition targets. For more practice please use the practice field.

Team elimination round on 29 Aug start at 14:00; will start with the 1/12 final up to bronze medal matches per class and division. There will be no alternate shooting.

Byes are allowed. In case of a bye, teams will be allowed to shoot on their own target, but no score will be recorded or allowed to be displayed. The teams will be limited to shoot 2 arrows per archer, as with the individual byes.

3.7.1 Recurve Team

Up to 4 ends of 6 arrows, 2 arrows per archer (70m, set system).

3.7.2 Compound Team

4 ends of 6 arrows, 2 arrows per archer (50m, cumulative scoring).

3.8. European Games Qualifying Tournament (30 / 31 Aug).

European Archery Championships 2018 are qualifier to the European Games 2019 in Minsk.

| Qualification places | Number of Quota Places | Process | Quota Place Allocation |
|-------------------------|------------------------|---|------------------------|
| Recurve Men Team | 5 teams (15 athletes) | The five (5) best placed teams will earn three (3) quota places each. | NOC |
| Recurve Men Individual | 16 athletes | The sixteen (16) best placed athletes from NOCs, which have not qualified any quota places in Recurve Team, will each qualify one (1) quota place for their NOCs. | NOC |
| Compound Men Individual | 8 athletes | The eight (8) best placed athletes will each qualify one | NOC |

| | | | |
|---------------------------|-----------------------|---|-----|
| | | (1) quota place for their NOCs. | |
| Recurve Women Team | 5 teams (15 athletes) | The five (5) best placed teams will earn three (3) quota places each. | NOC |
| Recurve Women Individual | 16 athletes | The sixteen (16) best placed athletes from NOCs, which have not qualified any quota places in Recurve Team, will each qualify one (1) quota place for their NOCs. | NOC |
| Compound Women Individual | 8 athletes | The eight (8) best placed athletes will each qualify one (1) quota place for their NOCs. | NOC |

Complete information on Qualification System attached to this TMM Booklet.

To be downloaded also at

http://www.archeryeurope.org/attachments/article/713/Minsk_2019_European_Games_Qualification_Procedure.pdf

3.9. Individual and Team Finals (01 Sep 2018)

The finals will be organised in the Old Market Square, Legnica in front of the Cathedral. A video screen and commentator will provide the opportunity to follow and enjoy each match.

Practice venue for finals will be Qualification/ Elimination round field. Starting at 08:30, transportation from the hotels to the practice field and practice field to the Finals venue will be provided.

Although entering the finals will be ticketed, all athletes and officials will be entitled to use a side stand at without a ticket – accreditation badge must be shown at the entrance gate (more details here: http://archery-legnica.pl/?page_id=657)

Official results are available on:

[OC website](#)

[World Archery Europe website](#)

IANSEO website www.ianseo.net

Check the document time stamp (bottom of each page) to see the latest update.

3.10. Appeal Procedure (Form attached)

An Appeal form is attached to this document.

In case of Intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be considered.

The Appeal form should be handed over to the Chairman of the Tournament Judge Commission or to his deputy. A fee of EUR 50 - must be paid to the Chairman of the Tournament Judge Commission, for the Appeal to be valid.

If the Jury of Appeal upholds the 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. Timing Control system

Electronic equipment will be used for timing, based on <http://www.archeryclock.com/> software.

4.2. Results system

IANSEO is the provider of the Results. The athletes will do the scoring in the Qualification Round. One athlete will write down the score on the paper score sheet and another athlete will score on a terminal. The third and fourth athlete will verify that the correct scores are entered.

Tablets are used during the Qualification and Elimination Rounds, but not in the Finals. The person responsible for the results is Mr Ardingo Scarzella (IANSEO Results & Technology Team).

Please note that as of April 1st 2016 the new article 14.4.1 of World Archery Rulebook 3 is in force:

Article 14.4.1: [...] Should a discrepancy be found in the sum total where:

[...] one paper scorecard and one electronic scorecard are used; the total of the electronic scorecard will be used for total score, 10s and Xs on the following conditions:

- a total score has been entered on the manual scorecard so verification is possible;
- in case no 10s and Xs (9s for indoor) are entered on the manual scorecard, no 10s and Xs (9s for indoor) are registered;
- in case no total score is entered on the manual scorecard when it is submitted to the results team, then the athlete shall be disqualified (individual/team and mixed team where applicable).

It is important to notice that if an athlete is not entering the total score of the distance he will be disqualified, which affects also the team events, so please ensure your athletes fully understand that the scorecards MUST have all the totals fully completed, with the 10's+X's and X count.

4.3. Rules that apply in this event

4.3.1 Phase to start the elimination.

The cut will be at 104 archers / 24 teams.

4.3.2 The Rankings.

After the end of this event, the World Archery Ranking (www.worldarchery.org) will be updated.

4.3.3 World Archery Rules related to the competition format.

A mixed team shall consist of the highest ranked 2 athletes from the qualification round unless the Team Manager notifies the Director of Shooting or the Chairman of Judges in writing at least 1 hour before the start of that round of competition of a substitution of another athlete which competed in the qualification round. In case of substitution, medals will be only awarded to the archers that shot the team round, not the qualification round.

4.3.4 High draw

Judges must be concerned with safety aspects at all times during a competition. If, in the opinion of the Judge, an athlete is using a technique to draw back the string which could allow the arrow, if accidentally released, to fly beyond a safety zone or safety arrangements (overshoot area, net wall etc;), the athlete must be advised to change her/his technique. If an athlete persists in using such a technique after being informed of this irregularity, then in the interest of safety the athlete will be asked by the Chairperson of the Judges' Commission and/or the DOS to stop shooting immediately and leave the field.

5) Logistical Aspects (OC)

5.1. Transportation:

The OC will provide transportation between the hotels (Qubus, Sekowski, Kamieniczka) and the qualification / elimination and finals venues. From Sunday 26 Aug until Saturday 01 Sep.

Transport during the EC connects with the timetable of the tournament (incl. team managers meeting). Details of the travel schedule will be published in the hotels, and at the competition venue, Ianseo website and if necessary by other means of communication.

The OC will provide transport between Wrocław Airport (IATA: WRO, ICAO: EPWR) and the hotels. The schedule for airport pick-ups will be communicated to each member association by email. Guides will be available at the airport to guide you from the gate to the transportation.

5.2. Accreditation.

Accreditation for all participants will take place in the Meeting Room A of the Qubus hotel from Saturday 25 Aug until Sunday 26 Aug. On arrival at the Qubus hotel, only the Team Manager has to go to the accreditation office. All other team members will be transported to the right hotel and have to wait for their Team Manager to check in.

From Monday 27 Aug, accreditation will take place at Qualification / Elimination venue.

The accreditation card must be worn at all times in the practice and competition areas.

5.3. Meals, during practice, finals

Breakfast and dinner will be served at the official hotels Qubus, Sekowski and Kamieniczka.

Each hotel will display their own meal times in the foyer by the reception desk.

Lunches will be available in a canteen 300 metres from the archery venue, from 11.30 till 14.00.

On the Finals day, the same canteen will serve lunches, from 11.30 till 14.30.

6. Protocol and ceremonies (OC)

Opening ceremony will be on the 27 Aug at 18:00. After the completion of Official Practice teams will be transported to their hotels for 30 minutes preparation. From the official hotel Qubus and Kamieniczka, teams will walk on foot to the assembly point. From the official hotel Sekowski, teams will be transported by buses to the assembly point.

Closing ceremony will be on the 01 Sep after the conclusion of the final medal ceremony.

The closing banquet (for those who have tickets) will take place in the Qubus hotel ballroom at 19:30 on 01 Sep. Athletes and officials are to take dinner at their respective hotel before attending the closing banquet.

6.1. Medal Ceremonies

Award Ceremonies will be organised the day of the finals, Saturday 01 Sep following the competition schedule. (note: also on the 31 Aug directly after the quota tournament). For the compound division (morning session) the award ceremonies will take place directly after each gold medal match last team and last individual gold medal match. The same for the afternoon recurve session.

Archers to be awarded are requested to report to the foyer in the Old Town Hall waiting area at least 20 minutes before the award ceremony will start.

We would like the Team Managers to make sure their archers with medals will be on time for the ceremonies.

Mixed Zone and Press Conferences:

Please make all your archers and officials aware that press conferences and interviews will take place in the Mixed Zone and archers will be requested to pass through this mixed zone and attend the media present there.

7. Medical Related issues (OC)

First Aid Services will be available in the archery venue.

In case of emergency during your stay in the hotel, please inform the reception and proper arrangements will be made (in case of emergency dial 112 or 999 for immediate services).

8. Doping Control

Doping Control will take place 01 Sep directly after the competition and will consist of doping test and an alcohol test, following World Archery/WAE rules.

7.1 Doping test

Your athletes should bring their passport and accreditation card to the doping control station when they are called for a test.

8. Dress Regulation

Athletes, officials and staff should have a proper appearance, when they are present on the field. Athletes and Technicians should wear no other kind of footwear than sport shoes. This is a WAE European Championship so dress regulations do apply. It is strictly forbidden to shoot in jeans. Athletes are required to have the name of their country or NOC country code as well as their name on the back of their shirt.

9. Other matters of importance (WAE TD)

Accreditation:

Only athletes competing in any stages of the event are allowed on the Field of play, together with their coaches. Your cooperation in ensuring only the correct athletes are on the Field of Play would be appreciated. One coach per athlete and a maximum of 4 officials in total!

Internet access:

Free Wi-Fi internet access will be available in all the hotels.

On the competition field an open network with results and main competition information is available (info system). Athletes and coaches can connect freely with their electronic devices (net book, tablet, smart phone etc.) and download the real time results and information.

Digital Pigeonholes: (form attached)

All information will be communicated to the email addresses Team Managers have provided at the end of each day.

10. Questions from Team Managers

11. Closure (TD)

(PLEASE ONLY USE THIS FORM, IF NOT THE HIGHEST RANKED ARCHERS WILL COMPETE)

MIXED TEAM MEMBER NOMINATION FORM

NATIONAL TEAM:

.....

RECURVE MIXED TEAM:

1.....

2.....

COMPOUND MIXED TEAM:

1.....

2.....

NAME and SIGNATURE of TEAM OFFICIAL:

FORM TO BE GIVEN TO THE DIRECTOR OF SHOOTING BEFORE 12:30 ON 30 AUG



APPEAL FORM

This is an intention of Appeal
 This is an appeal from
 (please tick appropriate box)

Team Captain of the following country: _____

Name of the Team Captain: _____

Team (please name country): _____

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: _____ Print Name: _____

Article 3.13.3.1:

An intention to appeal when it might affect the progression of an athlete from one stage of the competition to the next, shall be expressed in writing and lodged with the chairperson of the Tournament Judge Commission within five minutes of the end of the relevant round or match, whichever applies. 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.

Article 3.13.8:

Jury decisions shall be minuted and reported to the appellant, the chairperson of the Tournament Judge Commission and the organisers before the beginning of the next stage of the competition or before the awarding of prizes.

Received on: ____/____/____ Time: _____
 by Chair Person of the Tournament Judge Commission

Signature: _____ Name in printing: _____

Digital Pigeon Hole Registration

Country: _____

Please list the 3 email address you would like information to be distributed to in place of the paper copies:

Address 1:

Address 2:

Address 3:

All emails will come from: office@archery-legnica.pl