



2 - 7 September 2019

TEAM MANAGERS BOOKLET

V 1 (26 August 2019)

The Team Managers' Meeting will take place on

Monday 2 September 2019

12:30 Lakeland Archers Outdoor Field in the main building

All Team Managers are requested to attend this important meeting.

Teams without a 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 the Local Organizing Committee and the city of Lac La Biche Alberta, welcome to the World Archery 3D Championships 2019!

Our community, province and country are thrilled to 'Welcome the World' to beautiful Lake Land County. We have spent the last year preparing to host all of you making the journey to Canada for this prestigious event. It is our hope that you experience and enjoy the warmth, natural beauty and hospitality that we have to offer. We wish you all the best of luck over the competition and hope you walk away with great memories as well as medals!

Sincerely,

A handwritten signature in blue ink, appearing to read "Rene Schaub". The signature is stylized and somewhat abstract.

Mr. Rene Schaub
President of the Local Organizing Committee



Agenda of the Team Managers' (TM) meeting	4
IMPORTANT TELEPHONE NUMBERS.....	6
Organizing Committee	6
Hotels & Accommodation	6
OFFICIALS	6
Technical Delegate:	6
Chairman Tournament Judge Commission:	6
Event Medical.....	7
Points to clarify.....	8
3. Technical Aspects of the competition	8
3.1. Number of Participants per class (to be finalised after accreditation)	8
3.2. Competition Programme (attached).....	8
3.3. Practice	8
3.4. Equipment Inspection	8
3.5. Qualification Round (3-4 Sep 2019). Information on scoring	9
3.6. Individual Elimination 5-6 Sep 2019	10
3.7. Team Eliminations and Finals and Individual Semifinals (6 Sep 2019).....	10
3.8. Individual Finals (7 Sep 2019)	10
3.9. Appeal Procedure (Form attached).....	10
4. Technical Matters (TD + chairman of Judges).....	11
4.1. Timing Control system.....	11
4.2. Results system	11
4.3. Rules that apply in this event.....	11
4.3.1. Phase to start the elimination.....	11
4.3.2. The Rankings.	11
4.3.3. World Archery Rules related to the competition format.	11
4.3.4. High draw	11
5. Logistical Aspects (OC)	12
5.1. Transportation:.....	12
5.2. Accreditation.....	12
5.3. Meals, during practice, finals.....	12
6. Protocol and ceremonies (OC)	13
6.1. Medal Ceremonies	13
7. Medical Related issues (OC).....	13
8. Doping Control	13
8.1. Doping Test	13
9. Other matters of Importance (WA TD)	13
9.1. Dress Regulation	13
9.2. Accreditation:.....	15
9.3. Internet access:	15
9.4. Digital Pigeonholes: (form attached)	15
10. Questions from Team Managers.....	15
11. Closure (TD)	15



Agenda of the Team Managers' (TM) meeting

Opening

- Brought to order by Technical Delegate (Ms. Hannah BROWN)

1) Roll call of all attending nations (Ms. Hannah BROWN)

- 1.1. Introduction of the panel (Ms. Hannah BROWN)
- 1.2. Welcome speech (Mr. Rene Schaub – LOC President)

2) Introduction of Officials (Ms Hannah BROWN)

- 2.1. Organising Committee (OC) members, by the Event Manager (Mr. Rene Schaub)
- 2.2. Tournament Judges Commission, by the Chairman of Judges (Ms. Kristina REITMEIER)
- 2.3. Jury of Appeal by WA (Ms Hannah Brown)

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 (3-4 Sep 2019). Information on scoring
- 3.6. Individual Elimination Round (5-6 Sep 2019)
- 3.7. Team Elimination Round, Finals and individual semis (6 Sep 2019)
- 3.8. Individual Finals (7 Sep 2019)
- 3.9. 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; World Championships rules – Congress Motions
 - 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

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)

11.1. Digital Pigeonhole (Form attached)

For these World 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.

Federations have been requested to add at least one contact (name, email and phone number) in WAREOS. Teams with missing contact information will be requested to supply this upon arrival at accreditation.



IMPORTANT TELEPHONE NUMBERS

Organizing Committee

Mr. Rene Schaub	LOC President	+1 780 689 8488
Ms. Aimée Barnabé	Event Producer	+1 403 312 7922
Mr. Pit Klein	Transportation Manager	+352 691 307836
Ms. Ann Neumeyer	Field of Play Manager	+1 403 593 8761
Ms. Aimée Barnabé	Media Liason	+1 403 312 7922

Hotels & Accommodation

BCM Inns	14068 Stanley Drive, Lac La Biche	+1 780 623 1888
Ramada	9305 100 Street, Lac La Biche	+1 780 623 2250
Canalta Hotel	9905 83 Avenue, Lac la Biche	+1 780 623 4490
Parkland Motels I & II	10710 101 Ave, Lac La Biche	+1 855 623 6825

OFFICIALS

Technical Delegate:

Ms. Hannah BROWN (WA TD) +44 787 947 1423

Chairman Tournament Judge Commission:

Ms. Kristina REITMEIER

Director of Shooting: N/A

Jury of Appeal:

Will be communicated the day of the Team Managers' meeting

WA Results & Technology Team (IANSEO):

Mr. Christian DELIGANT

Mr. Ken SENTELL



Event Medical

Trevor Funk Event Medical Lead +1 780 623 0023

NOTE: In case of an emergency or life-threatening situation dial 911

Tournament Judge Commission

Kristina REITMEIER – Chair

Christophe PEZET – Deputy

Cesar ARAUJO

Ringa BALTRUSAITE

Barry BROPHY

Jose DEL TORNO

Nabil HUSEIN

Maya SHALABY

Bjarne STRANDBY



Points to clarify

3. Technical Aspects of the competition

(WA TD + Competition Manager + Chairman of Judges)

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

Number of Nations: 31, total of 267 competitors (Updated 12 Aug 2019)

Barebow Men	Individual: 39
Barebow Women	Individual: 26
Compound Men	Individual: 43
Compound Women	Individual: 28
Long Bow Men	Individual: 38
Long Bow Women	Individual: 23
Instinctive Men	Individual: 44
Instinctive Women	Individual: 26
Team Men and Women	Teams: 28

3.2. Competition Programme (attached)

The most actual competition programme available on the World Archery website as well as i@nseo. 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 0.1 published on 2 July 2019 at 07:00 UTC. The schedule can be subject of change.

3.3. Practice

Unofficial Practice will be on 31 Aug and 1 Sep 9:00-16:00 at Lac La Biche Shooting Range. Township Rd 672, Lac la Biche, AB T0A 2C0

Official Practice will be on Monday 2 Sep at Lac La Biche Shooting Range. Township Rd 672, Lac la Biche, AB T0A 2C0

Target assignments will be available in the digital pigeonhole & the lanseo Website after Official Practice on 2 Sep or as soon as possible, if we have the team email addresses, and also at the Sport Info desks at the hotels.

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 Judges to the dedicated place for the Equipment inspection in the practice field. All team members are required to wear their team uniforms. Also all spare equipment must be brought to the equipment inspection.



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

The athlete's badge 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 litter bins located in different areas of the archery venue. Please help us to keep the venue as clean as possible.

Water

World Archery and Lakeland Archers are proud to be Environmental Stewards. Each participant will be given a reusable water bottle to use for the event. Several hydration stations are available inside the building as well as one at adjacent to each of the washroom facilities on the course. Thank you for supporting us in our effort to reduce 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 Canada, 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 (3-4 Sep 2019). Information on scoring

Qualification Rounds 24+24 targets

The scoring system in use are paper scorecards and tablets for Qualifications and Elimination with IANSEO software.

The scoring in the Qualification Rounds will be done by the athletes. Two archers will write down the score on paper score sheet and the tablet. The other archers verify that the correct scores are entered. In elimination the use of the tablets is mandatory and one paper scorecard. During the official practice your athletes will be asked to test the tablets and see if they understand the correct working. Terminals will be used during the Elimination Rounds, but not in the Finals.

Please instruct your athletes to check and sign the score sheets before handing them back after each round, including total score, 6s and 5s



3.6. Individual Elimination 5-6 Sep 2019

Practice will be open for the athletes in the session ONLY. The field will remain open for athletes in the later matches until the final match is called.

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. Athletes will be called from the PRACTICE FIELD for their matches. Please ensure that they are there and respond promptly to their call.

3.7. Team Eliminations and Finals and Individual Semifinals (6 Sep 2019)

Semi Final matches will take place on the semi final course over 4 targets.

Start targets will be published and athletes called, please make sure you listen for announcements and updated start lists.

Team elimination round on 6 Sep start at 13:00; Will start with Elimination and finish with semifinals, for men and women team.

3.8. Individual Finals (7 Sep 2019)

The finals will be organised in the Lac La Biche Mission Historical Society, 67453 Mission Rd, Lac la Biche, AB T0A 2C2. A video screen and commentator will provide the opportunity to follow and enjoy each match.

Practice venue for finals will be at the mission. Transportation will be provided.

Official results are available at the iANSEO website www.ianseo.net

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

3.9. 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 50 CHF - 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 in Individual finals, based on www.danage.dk 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. Christian DELIGANT (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.

It is important to notice that if an athlete is not entering the total score of the round 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 11s+10's.

4.3. Rules that apply in this event

4.3.1. Phase to start the elimination.

The cut will be at 22 archers / 8 teams.

4.3.2. The Rankings.

N/A

4.3.3. World Archery Rules related to the competition format.

New rule set from 1st of April 2018

As per the World Field Championships Cortina 2018 we ask for your cooperation in relations to the new Elimination format. To ensure the smooth running of the event and to ensure that the event remains on schedule there was an amendment to the rules in relation to Equipment Failure. There will be no time for equipment failure and athletes are requested to take spare equipment with them.

During the Eliminations the Judge will select the distance and the athletes will be timed by the judge. They will have a 30 second warning by way of yellow card.

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/course.

5. Logistical Aspects (OC)

5.1. Transportation:

The LOC will provide transportation between the hotels and the qualification / elimination venue from Saturday 31 Aug until Friday 6 Sep and to the Finals on Saturday 7 Sep.

Transport during the event is scheduled 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, lanseo website and if necessary by other means of communication.

If booked, the LOC will provide transport between Edmonton International Airport and the host hotels starting on 30 August. Guides will be available at the airport to guide you from arrivals to the transportation. The schedule for return to the airport will be posted at the host hotels.

5.2. Accreditation.

Accreditation for all participants will take place at the Practice and Elimination Range starting on 31 Aug.

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

During accreditation, we would like each Team Manager or Coach to ensure that their athlete's names have the right spelling. If this is not the case you will be informed on how to proceed to have this corrected, either by your Member Association or by the accreditation team (if this is the case there could be a charge depending on what needs to be changed)

5.3. Meals, during practice, finals

Breakfast will be available onsite at the Ramada, Canalta and BCMI hotels. Breakfast Buffet for Parkland I and II will be at Tom's Pizza & Steakhouse. Transportation will be provided from the hotel to the restaurant each morning. See the information board in the lobby for times.

Lunch, for those who purchased tickets will be served at the archery range.

Dinner (for those who have half board or who have purchased tickets) will be served at the Bold Centre 1 Sep -5 Sep. Transportation will be provided to the Bold Centre. Most evenings, the LOC has arranged cultural entertainment and displays after dinner for participants to enjoy. See the information board in the lobby for times. Dinner on 6 Sep will be a Lac La Biche BBQ served at the Qualification/Elimination Range. Afterward the community has arranged a Rodeo and market for participants to enjoy (transportation loops will run for those who wish to attend).



On Finals Saturday, concessions will be in operation if you wish to purchase food and beverage.

We encourage everyone to attend the Gala event on 7 Sep after the Finals and Closing Ceremonies at the Bold Centre (those with half board accommodations have Gala Dinner Tickets included). Tickets for those who wish to attend and are staying in Kitchenettes may be purchased through WAREOS.

6. Protocol and ceremonies (OC)

Opening Ceremonies will take place at McArthur Place After the completion of Official Practice on 2 Sep. Transportation from the host hotels to McArthur Place will be posted in the lobby. Opening Ceremonies start at 16:30. Closing Ceremonies will take place at the Finals (The Mission) after the last medal ceremony.

6.1. Medal Ceremonies

Award Ceremonies will be organised the day of the finals, they will take place after the Gold medal match for each bow style. Please ensure you check the latest version of the schedule for details.

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 911 for immediate services).

8. Doping Control

Doping Control will take place 7 Sep directly after completed match or competition and will consist of doping test and an alcohol test, following World Archery.

8.1. Doping Test

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

9. Other matters of Importance (WA TD)

9.1. 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 WA Championship so dress regulations do apply. Athletes may wear trousers (except camo) of their



choice during qualification and elimination, however FULL UNIFORM MUST be worn for semi finals, medal matches and all team matches. This also applies to team officials. 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.



9.2. 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!

9.3. Internet access:

Free Wi-Fi internet access will be available at the hotel.

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.

9.4. 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)



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:
