



15.-20.09.2014

PIRITA



TEAM MANAGERS MEETING INFORMATION BOOKLET

V3 (16/9 2014)

**The Team Managers Meeting will take place at
Pirita Velodrome, Tervisemaja
16th of September at 15.00**

All Team Managers are requested to attend this important meeting.
Teams without Team Manager are requested to send one of their athletes' to
attend the Team Managers' Meeting.

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



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Dear all World Archery Member Associations,

On behalf of Estonian Archery Federation and the LOC, I would like to wish you a warm welcome to World Archery Europe 3D Championships in Tallinn, Pirita.

Please enjoy your stay and let us know if there is anything we can do make your visit more enjoyable.

I wish good luck and success to your teams.

Mr. Siim TALMAR

President of the Organizing Committee



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Agenda of the Team Captain (TM) meeting

Roll call of all attending nations (TD)

1) Opening

- Brought to order by Archery Europe Technical Delegate (TD), Mr Cenneth ÅHLUND
- Introduction of the panel, Archery Europe TD
- Welcome speech by the Cenneth Ahlund, TD
- Welcome speech by Siim Talmar, President of LOC

2) Introduction of Officials (TD)

- Local Organising Committee members, by the Chairman of the LOC
- Tournament Judges Commission, by the Chairman of Judges
- Jury of Appeal, by Archery Europe TD

3) Technical Aspects of Competition (TD + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Competition Program (attached)
- 3.3. Practice-training
- 3.4. Equipment Inspection
- 3.5. Targets and scoring zones
- 3.6. Qualification Rounds & information on scoring
- 3.7. Individual Elimination Round
- 3.8. Team Elimination Round
- 3.9. Finals Round for Individual and Team
- 3.10. Dress regulation
- 3.11. Contact to Team Captain
- 3.12. 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 to this event.
- 4.4. Accreditation Cards rules for 2014

5) Logistical Aspects (OC)

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Meals, during practice, Qualification rounds, finals...
- 5.3. Other social functions.
- 5.4. Accreditation cards and number of officials



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6) Protocol and ceremonies (OC)

- 6.1. Opening Ceremonies
- 6.2. Medal and Closing Ceremonies
- 6.3. Mixed Zone and Press Conferences
- 6.4. Party

7) Clean Sport and Medical Related issues (Medical representative)

- 7.1. Anti-Doping control
- 7.2. Alcohol test
- 7.3. Medical Related Issues

8) Other matters of Importance (World Archery TD)

- 8.1. Notes to turn attention
- 8.2. Toilets
- 8.3. The environment
- 8.4. Water
- 8.5. Smoking

9) Questions from Team Managers

10) Closure (TD)



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IMPORTANT TELEPHONE NUMBERS

Competition Organization

Mr. Siim TALMAR (President of OC)

+372 505 7872

Ms. Katrin VIRULA (Competition manager)

+372 508 7079

Technical Requirements & Field Manager

Mr. Steve MORLEY

+372 5551 7077

Hotel & Accommodation

Ms. Ave SINIVEE

+372 639 8822

Transport Manager

Ms. Kadi KOORT

+372 5621 6839

Medical Care

Mr. Ulvar KUNINGAS

+372 511 4454

NOTE: *A fully equipped ambulance with a physician, a nurse and a Paramedic will be on phone 112 throughout the tournament.*

Press Officer/Media

Ms. Anu UUSMAA

+372 512 4215

Archery Europe TD

Mr. Cenneth ÅHLUND

+467 0810 3133



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OFFICIALS

Tournament Judge Commission Chairman

Mr. Cristophe PEZET

Judges

Andjelko PRASKALO
Flemming SKOLDBORG
Francisco GIMENEZ
Pyy EKHOLM
Maren HAASE
Eva Therese WIDTH
Marusa RUSJAN
David RAMON

Jury of Appeal:

To be announced on the day of the Team Managers meeting

Archery Europe Results verifier (IANSEO):

Mr. Matteo Pisani

Archery Europe Clean Sport Supervisor

Estonian Anti-Doping Agency / Ms. Gea MURU



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Points to clarify

3) Technical Aspects of the competition (Archery Europe TD + Competition Manager + Chairman of Judges)

3.1. Number of Participants per class

Number of Nations	19
Longbow Women	24
Longbow Men	41
Instinctive Bow Women	19
Instinctive Bow Men	28
Barebow Women	21
Barebow Men	27
Compound Women	18
Compound Men	38
Women Teams	10
Men Teams	16

Updated 15/9/2014

3.2. Competition Programme (attached)

The latest competition programme 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. Also the transport schedule is attached. Latest version of the Competition Schedule is 9/9/2014.

3.3 Practice

- Training range is available on 14th and 15th of September, from 12:00 to 14:00 and 17:00-19:00
- Official practice, from 09:00 to 12:00 and 14:00 till 16:00 of 16th of September, for all divisions.
- Warm up during all days of the competition will be held 8:00 till 9:30.
- Practice field will be open during the competition for next stage.

3.4. Equipment Inspection

- Equipment inspection will follow the program of the official practice and will be held at the official practice field. Each team will be called in alphabetical order and invited by the judges to the dedicated place for the Equipment inspection in the competition field.
- All teams shall wear or bring their team uniforms.
- Spare equipment must also be brought for inspection.
- Team Captains are to check the details of their athletes such as, name and date of birth are correct.
- Inform the Judge if details are not correct and the Judge will inform the WA Results Team.



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Athlete Numbers

- Athlete numbers will be issued on the day of the qualification round during practice.
- Athlete numbers must be worn on the quiver or thigh, facing the waiting line while shooting.

3.5. Targets and scoring zones

- All pictures of animal targets are published on the website and in each target on the course. Animal targets are shown in practice field.
- The border lines will be explained by CoJ during TC meeting.

3.6. Qualification Round & Information on scoring

- Maps are available in competition programme (received during Accreditation).
- There are 2 courses prepared for two qualification rounds. All qualification rounds are set up on either side of Pirita Terviserajad. There will be bus transport provided to and from the location of qualification rounds. Buses will leave from Pirita Spordikeskus- Velodrome. Timing will be announced at team Captains meeting.
- The target assignment will be handed out on the day of the official practice. Regrouping of archers for the 2nd qualification round and new start list will be prepared.
- There will be a separate location where spare equipment, bow cases and other equipment can be stored (under control) during the competition. The athlete's number must be worn on the archer's quiver or the thigh.

3.6.1

- There will be two paper score sheet per archer, which must be filled in by the athletes themselves. All the athletes in the same group must verify that the correct scores are entered. The copy of the score sheet will be given to all TC's and the scoring will be explained (the 1st target is to be filled into the 1st line).
- Please instruct your athletes to correctly fill in the scorecards including total score, number of 10's and number of 11's and sign the cards before handing them back after each round. All score cards of one group have to be returned together by one person for whole group.
- In case of tied score on positions 16 (8, 4), a shoot-off will be arranged. Neutral targets will be used.

3.6.2

Two arrows per archer per target, both scored, 1.5 minutes (90 seconds).





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3.7. Individual Elimination Round

- There are 3 courses of 12 targets prepared.
For the 2nd Elimination Round the division will change to another course not yet shot by that division.
- For the 1st Elimination Round the top 16 athletes per category will qualify from the 2 Qualification Rounds.
- For the 2nd Elimination Round the top 8 archers per category will qualify from the 1st Elimination Round.

3.7.1.

One arrow per archer per target, 1 minute (60 seconds)

3.8. Team Elimination Round

The top 8 teams in each class qualifying from the 2 Qualification Rounds will shoot 4 matches of 8 targets each. The winners of each match will proceed to the Team Finals Round.

3.9. Individual Finals Round & Team Finals Round

The semifinals will take place behind Pirita Spordikeskus.
All finals will be shot at the Pirita Spordikeskus - Velodrome.

3.10. Dress regulation (explained by TD)

3.11. Contact to TC's in case of equipment failure/medical problem

For easier contact to the TC in case he/she is needed because of equipment failure/medical problem please stay in the central area or give us the phone number on which one you will be called in case of emergency. In this case the time will start at the time of the phone call.

3.12. Appeal Procedure (Form attached)

An Appeal form is attached to this document. In case of an intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be considered.

The Appeal form should be given to the Chairman of the Tournament Judge Commission or to his deputy. A fee of USD 50- (EUR 40.-) 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.



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4. Technical Matters (TD + Chairman of Judges)

4.1 Rules that apply in this event

Fair Play

No range finders (both athletes and officials) on official practice (judges have checked also the practice distances) or competition areas, no cell phones or cameras on courses.

English is the language we use when talking to our athletes when competing, and Yes, no, good and bad is all word allowed to use.

Longbow, ILF-limbs are not allowed, see text on WA Newsletter on website.

Flow on field

A group can pass another group if for some reason the team at the target is waiting for a technical fix or medical problem if a judge allows this.

Warnings

Three written warnings will be given due to time delay on the third warning the archer shall lose his/her highest scoring arrow. Warnings shall not be carried over from stage to stage.

Officials and archers on course

No officials are allowed on the course, before or during competition outside of public areas. (That also includes archer before competition). In case of a technical problem or the need of medical attention the group shall contact a judge who will refer the problem to the chairman of the judge commission who will seek out the team captain in order to care of the problem – therefore it is very important for the team captains or representative to remain in the central area.

5. Logistical Aspects (OC)

5.1. Transportation

- Daily transport will be organized from practice field to Competition courses. No transport will be organized between official accommodation and competition centre Pirita Spordikeskus - Velodrome.
- All teams will be informed daily about bus schedules.



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5.2. Meals during the event

- Meals will be served at the hotel restaurants according to the schedule below.
- Lunch packages are ready from Monday to Saturday on practice field at 9AM to take to courses.

Breakfast daily at hotel 07:00 - 09:00

Dinner daily at Hotel

Sunday, 14 th of September	17:00-19:00
Monday, 15 th of September	17:00-19:00
Tuesday, 16 th of September	17:00-18:30
Wednesday, 17 th of September	17:00-19:00
Thursday, 18 th of September	18:00-20:00
Friday, 19 th of September	18:00-20:00
Saturday, 20 th of September	18:00-20:00

5.3. Other functions

There will be organized free Guided Sightseeing bus tour for participants Thursday and Friday evening from 17.30 till 19.30. Registration to tours at reception. Maximum numbers of participants of each day is 80.

6. Protocol and ceremonies (OC)

6.1. Opening Ceremony

- Opening ceremony will be held outdoors in Pirita Monastery.
- A walk to the venue will be organized. Gathering in front of hotel at 18:30.

6.2. Medal and Closing Ceremonies

- Medal and Closing Ceremonies will be conducted immediately after the finals in the afternoon at 17:00 Saturday 20th of September at Pirita Spordikeskus - Velodrome.
- All medal winners are requested to be present at the finals venue gathering point of the Award Ceremony, 15 min before the ceremonies are due to start. The location of gathering point will be confirmed during the event.

6.3 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.

6.4 Party

- Disco party will be organized at the Hotel (Nautica Hall) Saturday at 20:00. Entry only for participants, who have registered and pre-paid.



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7. Clean Sport and Medical Related issues

7.1 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.

7.2. Alcohol test

- Athletes should also be available for random alcohol testing during the competition, following World Archery rules.

7.3 Medical Related issues (Medical representative)

- Ambulance and First Aid services will be available to call from 16th – 20th September in the competition fields.
- A doctor and a nurse are available on site for any emergency.
- In cases of emergencies, in official hotels, please inform the contact person who is managing medical care operations.

8. Other matters of importance (TD)

8.1 Notes to turn attention

- Please bring 2 national flags (OC has 1 set of flags)
- Registration to Citybus tours is at hotel reception. On Citytour days (Thursday and Friday) dinner time will be after tour very short for tour participants (from 19.30-20.00).
- Accreditation cards must be worn at all times in the practice and competition areas.

8.2 Toilets

- Portable toilets will be present along the fields of competition and at the Practice field, in adequate quantities.

8.3 The Environment

Team Managers please instruct your team members to use the litter bins (bottles separated) provided which are located on the competition, practice ranges and common areas.



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8.4 Water

- In an effort to aid the environment, water will be distributed using the familiar WA bottle deposit system.
- 1 bottle of water will be given to all accredited persons by the OC on practice and competition fields.
- A new bottle of water will only be issued by the return of the empty bottle . If the empty bottle has been lost, please contact the OC at the information desk.

8.5 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.

9. Questions from Team Managers

10. Closure (TD)





COMPETITION SCHEDULE (9/9/2014)

Sunday 14th & Monday 15th September

- Arrival of the Delegations
- 9.30 - 19.00 Team Registration at the Pirita Spordikeskus, Velodrome
- 12.00 - 14.00 Practice field open for unofficial training (Velodrome)
- 17.00 - 19.00 Practice field open for unofficial training (Velodrome)

Tuesday 16th September

- 10.00 - 14.00 Equipment inspection and Official Practice (Velodrome)
- 15.00 Team Manager's meeting (Pirita Spordikeskus – Velodrome – Tervisemaja)
- 18.30 Gathering for Opening Ceremony in front of Hotel

Wednesday 17th September

- 8.00 - 9.30 Warm up at practice field (Velodrome)
- 9.45 Calling of the groups/scorecards/transportation to courses Yellow and White
- 10.30 Start of 1st Qualification Round – 24 targets
- Lunch Break
- 14.00 - 16.00 Transportation back to the Velodrome (free schedule)

Thursday 18th September

- 8.00 - 09.30 Warm up at practice field (Velodrome)
- 9.45 Calling of the groups/scorecards/transportation to courses Yellow and White
- 10.30 Start of 2nd Qualification Round – 24 targets
- Lunch Break
- 14.00 - 16.00 Transportation back to the Velodrome (free schedule)
- 17.30 - 19.30 Sightseeing tour from hotel



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Friday 19th September

- 8.00 - 9.00 Warm up at practice field (Velodrome)
- 9.05 Calling of the groups/scorecards/transportation to the courses
Yellow, White, Red
- 9.45 Start of 1st Individual Elimination Round – 12 targets
- Shoot-offs (if needed)
- 12.30 - 13.00 Warm up for Teams at practice field (Velodrome)
- 13.00 Calling of the teams/scorecards/walking into the courses
- 13.15 Start of Team Elimination Round – 8 targets
- Shoot-offs (if needed)
- 15.00 Calling of the groups/scorecards/walking into the courses
- 15.15 Start of 2nd Individual Elimination Round – 8 targets
- Shoot-offs (if needed)
- 17.30 - 19.30 Sightseeing tour from hotel

Saturday 20th September

- 8.30 Warm up possibility for participants in semi-finals and finals
- 9.30 - 12.30 Individual Semi Finals – 4 targets
- 12.45 - 13.30 Team Semi Finals – 4 targets
- 14.15 - 16.00 Individual Bronze and Gold medal matches 4 targets
- 16.15 - 16.50 Team Bronze and Gold medal matches 4 targets
- 17.00 Award Ceremony and Closing Ceremony on the finals field
- 20.00 Disco Party at Nautica Hall (in Hotel), after normal dinner

Sunday 21st September

Departure of the delegations

Note: The preliminary program could change according to the number of participants and TV requirements. All changes to the program will be published and all participants will be informed through their Team Captains in due time.



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AIRPORT TRANSPORTATION SCHEDULE

Arrival transportation schedules:

Bus or car will wait 20minutes after official landing time at Airport Arrival gates

Departure transportation schedules:

Leaving from hotel: 4.00 AM

HAASE	Maren	GERMANY	21.sept	6:05	1	BE2118	FLYBE
BELGIUM	Team		21.sept	6:05	5	AY2118	
SWEDEN	Team		21.sept	6:05	1	AY2118	
CROATIA	Team		21.sept	6:40	4	LH885	
DENMARK			21.sept	6:35	17	OV141	

Leaving from hotel: 8.00 AM

WIDTH	Eva Therese	NORWAY	21.sept	10:10	1	DY1061	NORVEGIAN
NORWAY			21.sept	10:10	12	DY1061	
Cenneth			21.sept	10:25	1	OV123	
SWEDEN	Team		21.sept	10:25	16	OU123	

Leaving from hotel: 11.30 AM

		2 buses					
Russia	Klein, Leonov		21.sept	13:25	2	OV303	
SKOLDBORG	Flemming	DENMARK	21.sept	13:25	1	OV143	ESTONIAN AIR
GIMENEZ	Francisco	SPAIN	21.sept	13:50	1	LH881	LUFTHANSA
RUSJAN	Marusa	SLOVENIA	21.sept	13:50	1	LH881	LUFTHANSA
Czech			21.sept	13:50	5	LH881	
ITALY	Team		21.sept	13:50	27	LH881	
Austria	Team		21.sept	13:50	19	LH881	
Scarzella	Mario		21.sept	13:50	1	LH881	

Leaving from hotel: 12.30

PEZET	Christophe	France	21.sept	14:40	1	AY2108	FLYBE/FINNAIR
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Leaving from hotel: 12.45

FRANCE	Team		21.sept	15:00	16	LO786	
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Leaving from hotel: 15.30

GBR	Team		21.sept	17:40	1	LH885	
GBR	Team		21.sept	17:40	5	EZY8446	
SLOVENIA	Team		21.sept	18:10	11	KL2830	
SPAIN	Team		21.sept	18:10	11	KL2830	



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