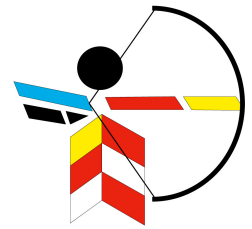




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TEAM MANAGERS MEETING INFORMATION BOOKLET

Version 2 / 17 May 2015

**The Team Managers Meeting will take place at
Conference hall in Seepark Hotel
Tuesday 19th May at 11:00**

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

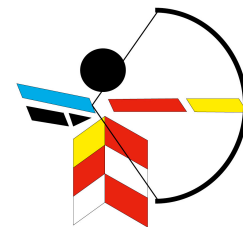
**Please read this document upon receipt
and take it with you to the Team Managers Meeting.**





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Agenda of the Team Managers (TM) meeting

Opening

- Brought to order by WAE TD, Mrs. Irena ROSA
- Introduction of the panel, WAE TD, Mrs. Irena ROSA
- Welcome speech, Chairman of the Organizing Committee and President of the Austrian Archery Association, Mrs. Trudy MEDWED

1) Roll call of all attending nations (TD)

2) Introduction of Officials (TD)

- Organizing 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 (TD + OC + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Practice Field and Competition Field
- 3.3. Competition Program (attached)
- 3.4. Practice and Warm up
- 3.5. Equipment Inspection
- 3.6. Qualification Round & information on scoring
- 3.7. Individual Elimination Round
 - 3.7.1. Cadets
 - 3.7.2. Juniors
- 3.8. Team Elimination Round
 - 3.8.1. Recurve Team
 - 3.8.2. Recurve Mixed Team
 - 3.8.3. Compound Team
 - 3.8.4. Compound Mixed Team
- 3.9. Individual Finals Round & Team Finals Round
- 3.10. Appeal Procedure (Form attached)

4) Technical Matters (TD + Chairman of Judges)

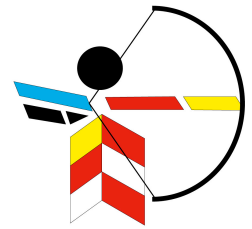
- 4.1. Timing Control system
- 4.2. Results system
- 4.3. Rules that apply in this event, Youth Cup rules, WA Rules for 2015
 - 4.3.1. Practice and start of the competition
 - 4.3.2. Practice on the competition field during byes
 - 4.3.3. Team members' nomination
 - 4.3.4. Number of team officials
- 4.4. Rankings
- 4.5. Dress Instructions
- 4.6. Lost arrows





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5) Logistical Aspects (OC)

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

6) Protocol and ceremonies

- 6.1. Opening
- 6.2. Medal Ceremonies
- 6.3. Closing & Party

7) Medical Related issues (OC)

- 7.1. Medical services
- 7.2. Emergencies

8) Doping Control

- 8.1. Doping control
- 8.2. Alcohol test

9) Other matters of Importance (TD)

- 9.1. The environment
- 9.2. Water
- 9.3. Smoking
- 9.4. Lost items

10) Questions from Team Managers

11) Closing (TD)

IMPORTANT TELEPHONE NUMBERS

Competition Management

Mrs. Trudy MEDWED +43 650 9212 985
Mr. Daniel USCHOUNIG +43 664 5511 113

Transport Manager

Mr. Johann USCHOUNIG +43 664 1113 003

Field Manager

Mr. Helmut POELL +43 676 8141 1262

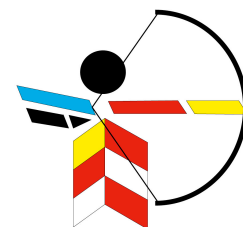
WAE TD

Mrs. Irena ROSA +386 31 633 851





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ORGANIZING COMMITTEE

Mrs. Trudy MEDWED - Chairwoman of the organizing committee, President of AA of Austria

Organizing committee:

Mr. Daniel USCHOUNIG – Event Manager
Mr. Johann USCHOUNIG – Transport Manager
Mr. Helmut POELL – Field Manager

Mr. Henk WAGEMAKERS - Speaker/Commentator

Mr. Mark SCHOBER - DoS on the Practice field

OFFICIALS

Tournament Judge Commission:

Mr. Lucca Stucchi, chairman, IJ
Mr. Carsten Kühn, CJ

Members

Mrs. Nina Herceg, YJ, CJ
Mrs. Maruša Rusjan, YJ, CJ
Mrs. Svetlana Vran, CJ
Mrs. Bettina Kratzmueller, NJ
Mrs. Reingild Linhart, NJ
Mr. Manfred Piesinger, NJ
Mr. Philipp Tenhalter, NJ

Director of Shooting:

Mr. Christoph Schillinger, CJ - DoS
Mr. Klemen Cezar, YJ – DoS Assistant

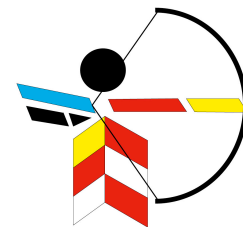
Jury of Appeal:

1. Mr. Francis NOTENBOOM (BEL), chairman
2. Mrs. Paola BERTONE (ITA), member
3. Mr. John NOTT (GBR), member
4. Mr. Viktor BACHMANN (GER), alternate
5. Mr. Igor ORLIĆ (CRO), alternate

FITA Results & Technology Team (IANSEO):

Mr. Ardingo SCARZELLA
Mr. Andrea TOSATTO





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Points to clarify

3) Technical Aspects of the competition (TD)

3.1. Number of Participants per class (Number of Nations: 24 Updated 15 May 2015)

Recurve Junior Men	Individual: 44 (1/24)	Teams: 11 (1/8)
Recurve Junior Women	Individual: 28 (1/16)	Teams: 6 (1/4)
Recurve Cadet Men	Individual: 36 (1/24)	Teams: 8 (1/4)
Recurve Cadet Women	Individual: 35 (1/24)	Teams: 7 (1/4)

Compound Junior Men	Individual: 25 (1/16)	Teams: 6 (1/4)
Compound Junior Women	Individual: 11 (1/8)	Teams: 2 (/)
Compound Cadet Men	Individual: 14 (1/8)	Teams: 2 (/)
Compound Cadet Women	Individual: 10 (1/8)	Teams: 1 (/)

MIXED Teams Recurve Junior: 10 (1/8)
MIXED Teams Recurve Cadets: 13 (1/8)

MIXED Teams Compound Junior: 6 (1/4)
MIXED Teams Compound Cadet: 5 (1/4)

3.2. Practice Field and Competition Field

The unofficial practice field is organized on the parking place on the other side of the stadium, over the road. The security to cross the road will be organized.

Competition Field is a very big and modern stadium. All competition will be organized there, that means qualifications, eliminations and finals as well as all warming up, including warming up for finals.

3.3. Competition Program (attached)

The latest competition program is published. Any official competition schedule will have indicated the version number and the date-hour it was printed.

3.4 Practice and Warm up

Official Practice (2,5 hours) shooting ABC format:

- Cadets: 09:00 to 11:30
- Juniors: 13:30 to 16:00

Warm up during all days of the competition will be organized 30 minutes before the Competition on the Field of Play except for:

- Individual ER for categories that are coming later into the competition will have practice during the match before theirs.
- Mixed Teams, where practice for the starting matches/categories will last 20 minutes, while categories that are coming later into the competition will have practice during the match before theirs.
- Team matches, where practice for the starting matches/categories will last 30 minutes, while categories that are coming later into the competition will have practice during the match before theirs.

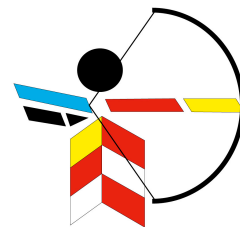
Non competing archers will be allowed to use the Practice field.



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3.5. Equipment Inspection

Equipment inspection will be run following the program of the official practice. Each team will be called (in the English alphabetical order) and invited by the announcer to the dedicated place for the Equipment inspection on the competition field. Also all spare equipment must be brought to the equipment inspection.

All team members (archers and officials) should wear their team uniforms.

The correct spelling of athlete's names, as well as the correct date of birth in the archers' list will be checked during the accreditation.

The registration numbers will be given at the warm up on the day of the competition (it will be distributed on the shooting line, in front of each archer's position). When receiving the registration numbers, we would like each Team Manager to double check that each archer has the correct "athlete number".

3.6. Qualification Round & Information on scoring

Teams will find target assignments in the mail boxes at the venue.

Shooting in qualifications will be conducted with 3 archers per target in ABC format.

For the qualification rounds, no faces will be changed after the practice arrows. Please instruct the archers to mark the arrow holes during practice.

The athletes will have double scoring from qualification round till individual semifinals and for all team events: one electronic and one on paper scorecard. For each target, one athlete will enter the score on the paper score sheet; another athlete will make the electronic scoring.

All the athletes on the same target must verify that the correct scores are entered.

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

In case of tied score on positions 8 when we have more than 32 archers in the category or on the position 16 for teams, a shoot of will be arranged at the last distance shot (1 arrow closest to the centre). Neutral targets will be used.

- Individuals: 1 arrow closest to the centre.
- Teams: 1 arrow each archer, all shooting at the same time (40 seconds). For Recurve 1 target face will be used while for Compound 3 target faces will be used per team (1 arrow per target face) and each archer will decide which target face to use.
- Mixed teams: 1 arrow each archer, all shooting at the same time (40 seconds), 1 or 2 target faces will be used per team (1 arrow per target face for compound) and each archer will decide which target face to use.

3.7. Individual Elimination Round

For the elimination rounds, no faces will be changed after the practice arrows. So please instruct the archers to mark the arrow holes during practice. Matches will start as soon as the field is ready.

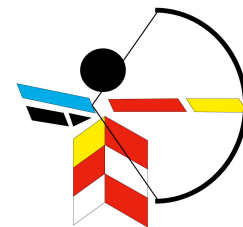
We will keep to the starting time at the beginning of the session and then the competition will run as it goes. Therefore some matches could start sooner than the time indicated in the schedule. Please be aware of this and be prepared for it.





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Byes are allowed. In case of a bye, archers will be allowed to shoot, but no score will be recorded or allowed to be displayed.

The individual Elimination Round will start with the 1/24 in categories where we have more than 32 archers. Top 8 individual archers will go directly to the 1/16 finals. Archers from 9th to the last position will shoot the 1/24 eliminations, as appropriate. Then the top 8 will join the winners of 1/24 eliminations to complete the 1/16 elimination.

1/24 eliminations will be organized immediately after the qualification round. Only archers involved in matches will be allowed to shoot.

3.7.1 Recurve

The Set System will be used for Recurve division. All individual matches will consist of maximum 5 sets of 3 arrows per set. Archer with 6 set points wins the match.

3.7.2 Compound

The Compound Match Round will be used for Compound division. All matches will consist of 5 ends of 3 arrows, cumulative scoring.

3.8. Team and Mixed Teams Eliminations and Final Round

The Team Elimination Round will start with the 1/8. There will not be alternating 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.

3.8.1. Recurve Team

- Max. 4 sets of 6 arrows, 2 arrows per archer (set points scoring). Team with 5 set points wins the match.

3.8.2. Recurve Mixed Team

- Max. 4 sets of 4 arrows, 2 arrows per archer (set points scoring). Team with 5 set points wins the match.

3.8.3. Compound Team

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

3.8.4. Compound Mixed Team

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

Shoot-off in Team elimination is just one arrow each archer, 1 min per team (40 sec for Mixed Teams). Tie will be resolved by score, and if still tied, closest to the centre. Just ONE target face will be used for the shoot-offs.

3.9. Individual Finals Round – Bronze and Gold medal matches

The bronze and gold medal matches individual will have alternate shooting. The finals will be shot on the same stadium. The field will be divided in two areas – the final field and the practice field for finalists.

3.10. Appeal Procedure (Form attached)

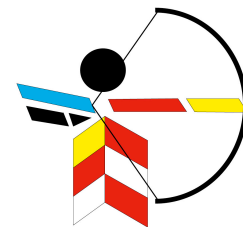
An Appeal form is attached to this document (see attached after this chapter, Appendix 3) In case of Intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be considered.





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The Appeal form should be given to the Chairman of the Tournament Judge Commission or to his deputy. A fee of 50 EUR 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. Timing Control system

The Chronotir Timing equipment will be used for Timing with several displays.

4.2. Results system

Ianseo is the provider of the Results. The scoring in the Qualification and Elimination 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/fourth archer verifies that the correct scores are entered.

The terminals are used during the Qualifications and Eliminations, but not in the Ind. Finals.

4.3. Rules that apply in this event

4.3.1. Practice and start of the competition

At other WA events practice shall be for a maximum of 45 minutes but may be less and the competition shall start as soon as possible.

4.3.2. Practice on the competition field during byes

Practice on the competition field during byes will be limited to three arrows per end and maximum of three sets for recurve and five ends for compound. If more than three arrows are shot by an athlete in an end after being warned by a judge, the athlete may be denied further practice on the competition field but any such violation shall not affect the next match.

4.3.3. Team members' nomination

A team shall consist of the highest ranked 3 (or 2 if a Mixed Team) athletes from the Qualification Round unless the team captain 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 who competed in the Qualification Round. In case of substitution medals will only be awarded to the athletes that shot the Team round, not the Qualification Round. A violation of the foregoing will result in disqualification of the team.

4.3.4. Number of team officials

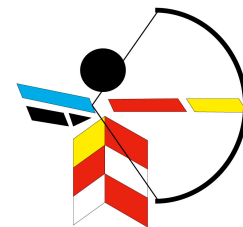
A Team Manager may be helped by other team officials (such as coaches, physiotherapists, psychologists, etc.). There may not be more than one team official on the field of play for each athlete competing at the time. However, the maximum number of team officials on the field of play at the same time is four. This may be increased by one official per category if the Member Association has athletes competing in more than two categories at the same time.





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4.4. Rankings

After the end of this event, the Youth Cup Ranking will be prepared and the results obtained during this European Youth Cup in Klagenfurt will be added to those one obtained in Rome. The awarding of the Youth Cup circuit 2015 will take place in Rome immediately after the awarding of the competition – separately for mixed teams, teams and individuals.

4.5. Dress Instructions

Athletes, officials and staff should have a proper appearance when they are on the field during competition. Athletes, team officials and technicians should wear their national team uniforms (with same look per division following WA rules) and sport shoes. Opened shoes are not allowed on the field of play.

We would like to remind to all teams that names of archer and country code are appreciated for this event, but mandatory for archers participating in major events.

4.6. Lost arrows

We are shooting on the football stadium and we have to be absolutely sure that no arrow will be left in the grass. All lost and find arrows are to be reported to judges.

5) Logistical Aspects (OC)

5.1. Transportation:

The transportation schedule will be attached to this document and the competition program. Please check also the schedule in the hotel boards and at the competition field for daily transport between the hotel and the competition area and return.

5.2. Meals

Breakfast and dinner will be served at the hotels according to the schedule daily announced in the hotel. In case of late shooting in the afternoon session the dinner time will be modified. Lunch will be served in the restaurant on the stadium. There will be no extra tickets, you will get lunch after showing your accreditation.

5.3. Accreditation Cards rules

The accreditation card must be worn at all times in the practice and competition areas. Only archers and their officials who are shooting at that moment are allowed to be on the field of play. All others will be refused at the entrance and sent to the tribune.

6. Protocol and ceremonies (OC)

6.1. Opening

There will be Opening Ceremony organized in the center of the city. After the official practice the archers shooting in the afternoon session will be brought to hotels to leave there their equipment and the busses will than immediately drive to the city. There will be marching of teams with one archer carrying the name plate and the other one the flag, coming to the main square where the short program for the opening ceremony will be held. We are kindly asking you to collaborate.





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6.2. Medal Ceremonies

Medal ceremonies will be conducted after the conclusion of each event – separately for teams and mixed teams on Friday afternoon and separately for individuals on Saturday. All archers involved in the ceremonies are requested to go to the gathering point ASAP in order to proceed quickly and smoothly with the award ceremony. After awarding the medalists will have to stay on the field for the picture. All teams are kindly asked to stay on the tribune till the end of the medal ceremony.

6.3. Closing Ceremony & Disco party

There will be short closing ceremony. The event will finish officially after the last medal ceremony at the finals venue. Disco party will be organized on two boats in the middle of the lake – security to be discussed.

7. Medical Related issues (Medical representative)

First Aid Services will be available in the archery venue. Ambulance will be available in emergency upon the call. In case of emergency during your stay in the hotel, please inform the reception and proper arrangements will be made.

8. Doping Control

8.1. Doping control

There will be no Doping control on this event.

8.2. Alcohol test

Level of alcohol will not be tested during the competition.

9. Other matters of importance (WAE TD)

9.1. The environment

We ask you to instruct your athletes to use the litter bins which are placed behind the waiting area.

9.2. Water

The water on the field will be available in small bottles. To help us with environmental issues you will have to bring your empty bottle to the distribution point to get a new one.

9.3. Non smoking and no alcohol

This is a non smoking event for the practice and official competition areas. Inside sport area you are not allowed to smoke, you must use the designated areas outside the stadium. Also alcohol consumption is forbidden.

9.4. Lost items

All lost items will be brought to the DoS stand, so ask there if you lost something.

11. Questions from Team Managers

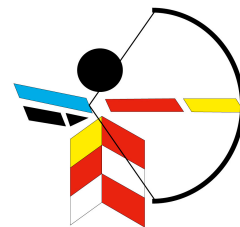
12. Closure (TD)





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Request for CHANGE in Team composition

National Team:

.....

Category: RJM / RJW / RCM / RCW/ CJM / CJW /CCM / CCW

Names of competing archers:

- 1.
- 2.
- 3.

Name of ARCHER being replaced:

Category: RJM / RJW / RCM / RCW/ CJM / CJW /CCM / CCW

Names of competing archers:

- 1.
- 2.
- 3.

Name of ARCHER being replaced:

Date:

Time of Receipt:

Team Manager Signature:

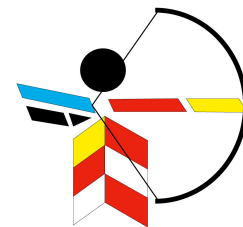
COJ/DOS signature (to confirm time of receipt)

NOTE: Form must be submitted to the Chairman of the Judges Commission or DOS latest 1 hour before the elimination (competition) will start.





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Request for CHANGE in MIXED Team composition

National Team:

.....

Division: RECURVE JUNIOR/ RECURVE CADET
Names of competing archers:

1.
 2.

Name of ARCHER being replaced:

Division: COMPOUND JUNIOR / COMPOUND CADET
Names of competing archers:

1.
 2.

Name of ARCHER being replaced:

Date:

Time of Receipt:

Team Manager Signature:

COJ/DOS signature (to confirm time of receipt)

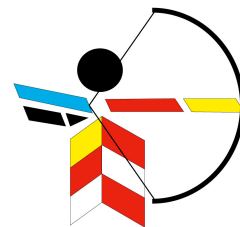
NOTE: Form must be submitted to the Chairman of the Judges Commission or DOS latest 1 hour before the elimination (competition) will start.





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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 :

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.

