



# WAE - Events

## Bid/Evaluation Checklist

### EUROPEAN CHAMPIONSHIPS – EUROPEAN GRAND PRIX

MEMBER ASSOCIATION (MA) .....

EVENT .....

PLACE .....

DATE OF EVENT .....

#### Theme 1: National, regional and local characteristics

The MA has to assist the participating Federations in acquiring the needed visa.

1.1 What is the closest airport regional/ international airport (please indicate):  
Distance from accommodation:      km      Distance from competition field:      km

If the closest airport is a regional airport, how many connections with the closest international airport are there per day?

1.2 What is the nearest railway station?  
Distance from accommodation:      km      Distance from competition field:      km

1.3 What is the average weather condition during the time of the championships?  
Average Temperature:      °C  
Average Windspeed:  
Average wind direction:  
Average rainfall:  
Average humidity:      %

- 1.4 Currency to be used for the payments of the entry fees and the accommodation shall be Euro
- 1.5 How many archery-clubs are there in the city and within a radius of 50 km around the city?  
Total number of members of these clubs:
- 1.6 Are there any restrictions on the importation of bows and other sports equipment into the country? Y / N

Please supply a guarantee from your country in case such restriction exists, that all participants can enter the country with their equipment without any delays and problems.

## **Theme 2: Security**

- 2.1 Please specify the involvement of the local authorities in the organisation.

## **Theme 3: Medical facilities**

- 3.1 Are there any conflicts between the national doping legislation and the WADA doping legislation? Y / N
- 3.2 Which accredited laboratory will you use for the doping control?
- 3.3 Who will be performing the doping control (please indicate):  
 - Medical Committee of National Federation  
 - Staff of Olympic Committee  
 - Governmental Sport Authorities  
 - Others: please specify
- 3.4 The MA will carry the cost of Doping. (n.10 tests for European Championships and European Youth Championships; n.6 tests for Grand Prix)
- 3.5 What is the closest hospital?  
 Distance from accommodation:            km    Distance from competition field:            km
- 3.6 The MA must arrange for doping tests and for alcohol test. Where are the antidoping room facilities foreseen? Y / N

- 3.7 Do you have a first aid post on the different fields and what first aid service do you provide to the spectators? Y / N

## Theme 4: General Organisation

- 4.1 How many people do you have in the Organising Committee?

	Paid	Unpaid / Volunteers
General Co-ordination		
Transport		
Accommodation + Food		
Protocol		
Security on the field		
Results		
Field Crew		
Accreditation		
Media + communication		
Administration		
Finances		

- 4.2 The results must be done according to WAE results system (IANSEO) and must be published live (arrow by arrow) on the Website created by the organizer and be made available to WAE Website.

The MA will be supported by the Results Team according to an agreement made between the MA and the Results Team for what concern the accreditations, devices management, sport presentation, the results and the publicity of the daily results on the competition website and on the WAE website.

- 4.3 For each of the fields you intend to use, please specify all the details:

**Outdoor** – Minimum number of targets required for the Elimination Rounds: 64

Acceptable Y / N

How many targets can you place on the field of play shooting in ABC modus ?

N..... Targets

**Indoor** - Maximum number of targets to be put up in the hall, including safe practice field.

N..... Targets

Purpose of Field	Do they exist	Any Archery competition on the field in the past	Dimension of Field in meters	Maximum Estimated number of targets	Orientation of all Fields must be N-oriented
Practice Field					
Qualification Field					
Elimination					

Field					
Finals Field					

Purpose of Field	Drainage of Field	Slope of Field	N. of hours of shooting available per day during time of event	Seating availability	Previous usage of field
Practice Field					
Qualification Field					
Elimination Field					
Finals Field					

Please attach a map in terms of the location of the different fields and the distance between them.

For Field and 3D competitions please indicate the number of courses planned for all parts of the competition, including practice and warm up field only when this is used for the official practice also.

- 4.4 What are the parking facilities at the main competition field?
- 4.5 Are the areas in Outdoor and Indoor easily accessible for disabled persons?
- 4.6 What facilities do you foresee for the VIP's in terms of seating and welcome?
- 4.7 Which office facilities do you foresee for Management of WAE?  
A high quality Internet connection must be provided on the venue and for the WAE Office
- 4.8 Please state which internet connection is being used in your country  
  
An event website must be installed.
- 4.9 Will you have photocopy facilities? Y / N  
Please note at least one photocopier must be available
- 4.10 Is there a separate judges and TD room? Y / N
- 4.11 Is there a separate Jury of Appeal room? Y / N

- 4.12 Do you foresee a room for press and media? Y / N
- 4.13 The media room must be provided with an Internet connection.
- 4.14 Which field equipment will you have during the tournament:  
 - Readable flip over scoreboards under the targets from the 1<sup>st</sup> El. Round onward  
 - Large scoreboard  
 - Videoboard  
 - Individual timing equipment  
 - Other: Please specify
- 4.15 What do you intend to use in case you do not have the equipment as mentioned in article 4.15?
- 4.16 What is the location of the computer room in relation to the different competition fields?
- 4.17 Will you have a technical assistance shop (service repair booth) available on the field?  
 Y / N
- 4.18 How many toilets will be available on the field?  
 Are there toilets for disabled persons available in the competition areas?
- 4.19 What is the coverage for the archers on the field for weather conditions ?  
 For Outdoor, have you adequate sun and rain shelters?

For Field and 3D events also indicate if there are near the competition areas enough tents for the athletes and officials, sitting possibilities, storage for spare equipment, toilets (also on the competition field) as well as water on the competition field, eventual computer-terminal and WLAN for the results near the competition field.

### Theme 5: Transport

5.1 What kind of transportation will you provide ( please indicate with the following codes)

A= Available      P= paid      F= Free      U= Unavailable

AP = The transport is available but has to be paid by the user

AF = The transport is available and free of charge

	Delegations	Judges and TD	WAE Officials	VIP's	Volunteers	Press
Airport ⇒ Hotel						
Hotel ⇔ Field						
Hotel ⇔						

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Congress at EC Outdoor						
Hotel ⇒ Airport						

5.2 What levels of transport do you foresee and for whom?

- appointed drivers with cars for
- mini-busses for
- busses ( please describe the kind of busses) for
- other

5.3 For the athletes is the schedule for the transport fixed or flexible? Y/N

5.4 What are the provisions for the transport on the practice days and starting from which day?

5.5 What are the foreseen provisions for the transport of the athletes during competition days?

## **Theme 6 : Lodging and meals**

6.1 Which kind of lodging will you provide?

- Hotels
- Dormitories (Colleges)
- Others: please specify

For dormitories (Colleges)

Is there a fixed division between men and women ?

How many rooms per shower ?

How many rooms per toilet ?

How many beds per room ?

Please describe in detail the room composition and any extra facilities.

Is there a separate living room?

What is the access and security of the room ?

What is the maintenance and cleaning of the room ( daily, weekly)

For Hotels

Is there a shower or bath in the room?

How many beds per room?

Which laundry facilities will be available

Describe phone and internet facilities

What is the distance from the centre of the city ?

What recreational facilities are available on site?

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A single room accommodation is necessary for judges, TD and officials

If you use more than one hotel and other accommodation please attach a map indicating the location of the different facilities and distances between the various facilities and the competition fields.

Will there be a good accessibility for wheelchair athletes and officials to the field and to the hotels? Y/N

Will there be special arrangements in view of hotel-rooms, toilet- and bathroom-Facilities for wheelchair athletes? Y/N

6.2 For each of the accommodations please attach a list of the prices for the period of the tournament (incl. breakfast and dinner). The prices should be stated in Euro. Please take note that the Hotels must have breakfast and dinner inside

6.3 What is the period this accommodation will be available?

6.4 Do the same prices apply for any additional days ?

6.5 Where will the meals be served ?

Where	Lunch	Dinner
Before competition		
During competition		
After competition		

6.6 What is the schedule for the meals?

When	Lunch	Dinner
Before competition		
During competition		
After competition		

6.7 Is this schedule fix ? Y/N

6.8 If fix, do you foresee lunch boxes for late arrivals ? Y/N

6.9 At lunch do you foresee lunch boxes on the field during the competition days ? Y/N

6.10 Bottled water to be supplied free of charge on the fields. At least 2 liters per day per athlete. Please indicate how you deal with the water supply.

## **Theme 7: Media**

- 7.1 What is the relation with your national press and TV?
- 7.2 Please list last 4 years TV coverage on national or regional television of archery:
- 7.3 Please list projects for public relations and communications for European events, e.g. Information-day for regional press, Promotion-day with national team, School initiations, etc

## **Theme 8: Financing**

- 8.1 What is your total estimated budget?  
Please specify this budget in detail.
- 8.2 Which income do you expect from the following sources?
- National Federation
  - Regional Federation
  - Local Club
  - National Government
  - Regional Authorities
  - Local Authorities
  - Sponsors
  - Entry Fees
  - Other: please specify:
- 8.3 What would be the proposed entry fee in Euro:
- Individual
  - Teams
  - Officials

The maximum entry fee should not be more than Euro 150.- per archer, Euro 75.- per team and Euro 50.- per Official  
No entry fees for mixed team.

- 8.4 The cost of the banquet, resp farewell party, should be held reasonable.  
Please state approx cost:

Stamp of the Federation

Signature

of the MA President