



***ORGANIZER AGREEMENT***  
***for European Archery Championships***

This agreement is made between the WAE Member Association  
.....  
.....  
called hereafter MA/LOC

and

WORLD ARCHERY EUROPE  
Via Vitorchiano, 115, I-00189 Rome (Italy)

called hereafter WAE

for European Championship in the discipline of .....

Place .....

Date: .....

The MA will organize the Outdoor and Indoor events for both categories Recurve and Compound;  
for Field Archery and 3-D Championships for the categories as per the World Archery Rules .

The European Championships are being executed as per the valid WA Rules.

WAE will apply for a World Ranking Status.

## **Article 1. MA guarantee for European Championships**

- 1.1. The MA guarantees to prepare a statement describing how the event is to be financed and to provide a commitment letter for the funds required (see also the Evaluation Checklist filled out by the MA).

## **Article 2. Invitation**

- 2.1 The LOC must send out at least 6 months before the first competition day, the invitation letter with all relevant information such as:
  - hotel prices in different categories (including breakfast and dinner)
  - deadline for Preliminary Registration through WAREOS (World Archery Online Registration System) to be not later than 90 days before the first day of the competition, while the Final Registration through WAREOS must be not later than 20 days before the first days of the competition.
  - Entry fees for European Championships, including local transportation (hotel-venue). The Entry fees should be held within acceptable limits but not exceed  
Euro 150,00 per archer,  
Euro 75,00 per team (not for mixed team)  
Euro 50,00 per Official

A separate information should be given for:

- Transport between Airport and Hotel – return trip
- Lunch or Lunch box at the venue
- Closing Banquet or farewell party at a reasonable price

### **Booking non official hotel**

Participants to the European Championships, both Youth and Senior, who book their accommodation in non-official hotels will need to pay an entry fee of 300,00 Euro.

In addition, the LOC will be not responsible to provide any event information at non-official hotels and will not provide transportation to the venue for teams booking in non-official hotels.

The invitation package must be viewed by the Technical Delegate and approved by WAE Secretary General before sending to the MA's. The Secretary General provides the LOC a facsimile of the Invitation Package to be used.

## **Article 3. WAREOS Registration**

- 3.1. It is mandatory for the LOC to use WAREOS for the preliminary and final registration, hotel reservation, transportation, visa support request.
- 3.2 The detailed preliminary & final registration process is enclosed at such an agreement. Such a document must be included in the IP. While, no entry forms will be included in the IP to register for European events; all the registration process must be completed using WAREOS.  
See Appendix 1

## **Article 4. Organization and costs of the Organization**

The LOC will be responsible for and will bear all costs of organizing the event, including but not only limited to:

- 4.1 A competition field with (an adequate number of targets) with at least 56 targets, the separate practice field, all necessary field equipment such as e.g. timing-equipment, electronic scoring-board where available, electronic necessities for the finals, blinds, the cameras, a big screen for finals, a commentator, etc.). Furthermore the MA will try to have at least for the medal matches the National TV.

- 4.2 Accommodation should preferably not be more than 30 minutes from the competition-field by bus. A map (attached to the invitation letter) to indicate the locations of the hotels and the FOP's.
- 4.3 An adequate room for the Tournament Judge Commission with the Technical Delegate, as well as for the Jury of Appeal.  
A suitable room for the Team Captains' meeting
- 4.4 For Outdoor/Indoor: Refreshments at the competition field (bottled drinking water, free of charge – at least 2 ltr/day/archer), enough seating facilities for the participants at the competition field.
- 4.5 For Outdoor: Adequate sun- and rain-shelter, Toilet-facilities
- 4.6 For Field- and 3D-competitions: enough toilet-facilities and refreshment positions on the competition field.

#### **4.8 Results**

- 4.8.1 The results must be done according to WAE results system (IANSEO) and must be published live (arrow by arrow) on internet.
- 4.8.2 The LOC will be supported by the IANSEO Results Team according to an agreement made between the LOC and the Results Team almost six months before the event. WAE will keep the original of the contract and will grant the respect of any contractual condition between other underwriters.
- 4.8.3 The Results Team will be in charge for what concerns the accreditation, devices management, sport presentation, the results and the publicity of the daily results.  
The LOC bears the cost for travel for the team, also for equipment transport, food, lodging and if necessary local transportation.  
The LOC must provide a suitable number of volunteers to support those tasks.
- 4.8.4 On the competition fields a result list must be published after each distance. If possible, live results must be shown live on video displays for public and athletes. At the end of each day a result list must be published and issued to all participating Member Associations.
- 4.8.5 All the scorers of the competition will be delivered by the Ianseo Team to the LOC. The scorers must be stored for one year by the Member Association of the LOC.
- 4.8.6 The Results Team can provide graphic overlay for TV broadcasting, but this feature must be agreed in advance and require the delivery of equipment and one more technician of the group.  
They can provide also web TV live production – also real time streaming – but this feature must be agreed in advance and require the delivery of a special equipment and one more technician of the group.
- 4.9 The LOC must have an official photographer of the event. The photos must be published every day on WAE Website.
- 4.10 Pictures, videos and results live upload requires a high quality internet connection on the venue which must be provided by LOC at not less than 6Mb in upload.
- 4.11 Security and emergency medical necessities.
- 4.12 Opening and closing ceremonies are mandatory for European Championships and should be held as short as possible. WAE flag is required at both the Ceremonies.
- 4.13 To include the WAE name and logo and the logos of the WAE Sponsors in the IP, in all announcements, promotions, publicity, banners, website, results, printing materials and public relation.
- 4.14 To display advertisement and banners of official sponsors of WAE on the venue at no extra cost.

#### **Article 5. Competition schedule and finals**

- 5.1 The complete and detailed schedule of the competition must be presented and accepted by the Technical Delegate and by the Chairman of the Tournament Judge Commission before the team captain's meeting.

- 5.2 Medal matches should be shot as much as possible separately. The gold medal matches – Individual, mixed teams and teams – must be shot separately.

#### **Article 6. Tournament awards – EC titles**

- 6.1 WAE will supply the MA with the necessary number of WAE medals together with the corresponding number of WAE ribbons (lanyards) . The engraving must be made by the LOC, who will also bear the cost.
- 6.2 In a European Championship no title will be assigned if the preliminary entries reflect fewer than 12 individuals and 6 teams.  
For Youth and Para Archery categories, no title and no medals will be assigned if less than 4 individuals and 4 teams are registered in the preliminary entries. Anyhow, to assign title and medals, there must be at least 2 teams participating, but with 4 registrations in the preliminary entries.
- 6.3 If in WAREOS there will be less than 4 individuals and 4 teams, the individuals or teams will be ranked according to the Qualification Round and the Organizer will award them with own medals.

#### **Article 7. Congress**

During Outdoor Senior Championships the MA must organize the WAE Congress in accordance with WAE requirements.

- 7.1 The Congress venue is the responsibility of the organizers. Arrangements will be made in co-operation with and approval of WAE.
- 7.2 The Congress hall must be large enough to accommodate seating facilities for the Executive Board members at the main table, preferably on a raised platform, with nameplates on the table for the Board members. The delegates should be seated in a semi-circle, if the hall is large enough, or will be seated at tables in rows.
- 7.3 Technical facilities will be provided. They include a number of microphones, beamer and a flip chart.
- 7.4 The cost of the Congress venue, of the coffee break and of the official lunch at the end of the Congress for Delegates and other attending persons, shall be borne by the MA.

#### **Article 8. Doping control – Alcohol tests**

- 8.1 Doping tests will have to be done in accordance to WA Regulations. The MA must arrange and will carry the cost of such tests and must prepare the anti-doping room-facilities on site for such a doping test. The necessary equipment for the doping tests must be brought by the relevant Testing Agency.
- 8.2 For European Championships and Youth European Championships it is necessary to perform a minimum of 10 Doping tests.
- 8.3 At least 10 alcohol tests must be done at European Championships. The necessary alcohol test- equipment will be supplied by WAE when this equipment is not available in the country of the event organizer. WAE must be contacted as early as possible.

#### **Article 9. Competitors with disabilities.**

- 9.1 The MA welcomes the participation of competitors with disabilities at WAE Championships (Indoor/Outdoor, and Youth), and will take care that transport, competition, field (including toilet-facilities) and also hotel rooms are well equipped for the necessities of disabled archers.

#### **Article 10. Protocol**

- 10.1 For European Championships the MA is obliged to invite the WAE President and the Secretary General.
- 10.2 The MA will bear the cost for transport from airport to the venue, accommodation, meals and local transportation hotel-venue, otherwise a private car can be made available, and official banquet for the WAE President or his representative and the Secretary General.

- 10.3 The LOC must prepare a detailed schedule of the opening and closing ceremony as well as of the final award presentation and/or athlete awards, including a list with the names, including titles, of all officials and dignitaries involved in the ceremonies.  
These documents to be approved by the Technical Delegate and have to be also presented for review and final approval to the WAE Secretary General on the day prior to the opening and closing ceremony.

#### **Article 11. Media**

- 11.1 Internet to be made available to media and participants.  
11.2 All TV and Media rights are the property of WAE, but in case of MA's request, the World Archery Europe can give up its media rights in favour of the MA. The MA has to sign a contract with the National TV in order to broadcast the Championships. Regional private television might be arranged by the MA.  
11.3 Press jackets must be supplied by the LOC.

#### **Article 12. Free entry of participants and equipment**

- 12.1 The MA organizing the Championships must allow athletes and officials from all WAE Member Associations to register their country on equal terms. All WAE Member Associations must have the right to use their national flag and anthem.  
The MA will do their utmost for each WAE Member Association taking part that their competitors, officials and other representatives are allowed to enter, and in case visas are necessary, the MA will support them as much as possible in obtaining visas.  
12.2 no problems will arise for the archers when bringing their archery equipment into the country  
12.3 their country's national flag is displayed at the site  
12.4 their competitors, officials and other representatives are given equal treatment and rights

#### **Article 13. Technical Delegate –Tournament Judge Commission**

13. The LOC, in order to ensure that the event is of a high standard level, co-operates with and accepts at all times the highest authority of the Technical Delegate in all the organizational, protocol and technical matters. The TD is appointed by WAE Executive Board, as well as the Chairman of the Tournament Judge Commission suggested by the WAE Judge Commission and appointed by the WAE Executive Board.
- 13.1 The cost for travel, accommodation, meals and all local transportation for the Technical Delegate will be carried by the LOC.
- 13.2 The accommodation, meals and all local transportation for the Tournament Judge Commission will be carried by the LOC.  
In case Judges, due to available travel possibilities, have to arrive earlier or depart later as was arranged with the Chairman of the Tournament Judge Commission, the hotel cost has to be carried by the LOC. For all other reasons of earlier arrival and/or later departure, the hotel cost has to be carried by the judges themselves.
- 13.2.1 The LOC must refund travel cost to each WAE Judge appointed to the tournament, with a maximum of Euro 350,00 (two-way travel). Tickets can be booked by both the Organizers and the concerned Judges. Car expenses reimbursement is in accordance with WAE travel refunds policy.
- 13.3 Where the Technical Delegate or the Chairman of the Tournament Judge Commission sees a need for additional Continental or International Judges to be appointed, a request to WAE Judges Committee and to WAE Secretary General should be made.
- 13.4 The Technical Delegate should be involved as early as possible in the organization of the event.
- 13.5 The Technical Delegate will guarantee the LOC an "inspection" visit (at least 3 months before the event) during which the organizational points of the event will be discussed at length and the site of the event should be visited as well. The cost for travel, local transport, lodging and meals during this visit will be borne by the LOC.

13.6 Only if really necessary and in agreement with the LOC, a second inspection-visit of the Technical Delegate together with the Chairman of the Tournament Judge Commission should be made in due time before the event to check on the event execution situation.

**Article 14. Jury of Appeal**

The Jury of Appeal of 3 members is to be appointed on the field by the Technical Delegate. An Appeal is subject to a fee of 50,00 Euro that shall be returned if the appeal is upheld or if the Jury of Appeal decides that it is appropriate. If the appeal is not accepted, the fee of 50,00 Euro will be collected by the TD, who will send money to the WAE Secretary General.

**Article 15. Cancellation by the MA**

The MA shall notify WAE soonest of any possible inability for financial reasons or otherwise, to organize and stage the event.

On receipt of such notification, or upon receipt of evidence to this effect from any other part, and if in the reasonable opinion of WAE, the MA does not have the ability to stage and/or organize the event or to do so in accordance with the provisions of this Agreement, WAE shall be entitled to cancel this agreement forthwith without compensation to the MA.

**Article 16. Code of Ethics**

MA will be required to consider and to accept the WA Code of Ethics, C&R Book 1, Appendix 2.

**Article 17. Officials**

Officials who are entered before the competition in a certain function, cannot change that function afterwards.

The accreditation made upon registration is valid from the first till the last day of the competition.

**Article 18. Environmental issues**

Organizers will be required to be very observant to all points in relation to environmental issues.

**The Member Association is under the obligation to ensure that the Local Organizing Committee respects all the articles of this Organizing Agreement.**

Stamp and Signature for WAE:

.....

Stamp and Signature for MA:

.....

Mario Scarzella - President

Print Name of the MA President

Stamp and Signature for LOC

.....

Print Name of the LOC President

**PRELIMINARY & FINAL REGISTRATION**

No entry forms will be available to register for this event; the registration process must be completed using WAREOS.

Member Associations can login WAREOS at <http://register.worldarchery.org> with the username and password assigned by World Archery. After entering WAREOS, selecting the event from list will allow a member association to register their athletes. Select/press “Entries” button to see list of categories in the event. Select/press the “Category” to enter the athlete and official numbers/details participating for that event.

For any questions regarding the WAREOS, please contact the World Archery office, Mr. JK LEE ([jklee@archery.org](mailto:jklee@archery.org)).

**A maximum number of three (3) athletes per country** can be registered into each category and divisions of the event.

Starting date of online-registration with WAREOS is:	
End of Preliminary registration:	
End of Final registration:	

Please respect the stated deadlines.

Member Associations should only use WAREOS to make any changes/amendments to their entries and will be able to do so at any time. Any changes made in WAREOS an email will be automatically sent to the Organizing Committee and Member Association with the updated information.

However, any changes that are made after the deadlines specified or if entries differ by more than 4 athletes from the preliminary entries, the following penalty fees will automatically be applied:

<b>Penalty fees to be paid to Organising Committee:</b>	<b>Cost (EURO):</b>
Entries made after the preliminary and/or final entry deadline date.	<b>45</b> per entry
If final entries differ from the preliminary entries by more than 6 athletes/officials.	<b>140</b> per entry
Failure to have made preliminary entries before the deadline date but then have submitted final entries.	<b>140</b> per entry

Any entries received less than 3 days before the team managers meeting will be refused if no preliminary entry and/or final entry are made prior.

As a final note, only Member Associations in good standing will be eligible to compete. This means that World Archery fee must have been paid prior the participation.