



## TECHNICAL DELEGATE TASK

The Technical Delegate is appointed by WAE Executive Board.

After the nomination, the TD :

- contact as soon as possible the Organizers and the Chairman of the Tournament Judge Commission
- plan an Inspection visit 2/3 months before the competition.  
For European Championships is foreseen, if it is necessary, a second visit together with the CTJC at a later stage.
- have a close contact with the Organizers and check that all preparations are in accordance with WA and WAE Rules.
- check the invitation letter to be sent out 6 months before European Championships, Grand Prix and Youth Cups events, including preliminary and final entry forms, transport and hotel information.
- deadline for Preliminary Registration through WAREOS 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.

During the competition days the TD will assist the OC and the CTJC in all aspects.

The TD will appoint on the field the Jury of Appeal.

The TD will approve the plan submitted by the OC for all the opening and closing ceremonies and for the awarding of prizes of the athletes.

### Event management

- Ask all details of the Organizing Committee with all contact persons, names and positions within the OC with tel. and email address.
- Ask for details of the field working-crews, such as persons replacing faces, butts, stands  
For Field archery: runners for equipment failure, intermediate results
- Ask for details of the administration / transport / financial groups involved
- Ask for details of the persons working with the results system
- Check before posting the invitation letter to the MAs the complete competition program.
- Check upon the amounts of the entry fees: for archers, teams, officials, en view of WAE recommendations as per the Organizers Agreement  
Transport fees from airport to the hotel and vice versa  
Transport between hotel and competition field should be free of charge  
List with prices for various hotel levels, including a map with the distances between hotels and competition field
- Check upon the availability of lunch packages, especially for field competition.  
Indoor/Outdoor: bottled water free of charge. For field archery: water on the competition fields also to be available.
- Have a look at the accreditation system: ID cards (with or without passport photos). Ask for

Sample if available

- Ask for results system through WAE - IANSEO Results system  
How far is the OC and results room from the competition fields?

### **Technical**

- Inspect: butts, stands and WA licensed faces to be used
- Number of butts, stands to be used, incl. spares
- Electronic progressing scoring boards, available?
- Timing equipment .
- Clocks, lamps, acoustic signals, judge flags at the shooting line and targets, wind flags
- Names boards for the archers and teams in the final rounds (Indoor and Outdoor)
- Portable scoreboards for the archers and teams in the finals rounds (Field archery)

### **Competitors with disabilities**

The Organizer is obliged as per the Organizers Agreement to welcome the participation of competitors with disabilities at all WAE events and will take care that transport, competition field (including toilet-facilities), but also Hotel rooms are well equipped for the necessities of disabled archers.

### **Doping control**

- Doping tests will have to be done in accordance with WAE resp WA Regulations.
- The organiser must arrange for and will carry the cost of such tests through its National Archery Federation.
- A suitable antidoping room-facilities on site incl. table/chairs/fridge/portable cool bag should be available.
- Accredited Laboratory for doping control to be confirmed
- A person to be made available to collect the archers for the doping control

### **Medical**

- A doctor and the ambulance to be available during all the competition days.
- First Aid on the competition field / field parcours
- Phone numbers of Doctors, Hospitals

### **Logistics**

- Take care that the TD and Judges should have rooms in the same hotel
- The TD and the CTJC will come a few days before the competition starts.

### **Transport**

- During the competition, between hotel and competition venue, separate transport for the Judges and the TD.
- For VIP's, separate transport means should be made available.
- Special transport if necessary for opening and closing ceremonies and banquet.
- All transport information should be published at the competition field and in the hotel and be available to all parties concerned.

### **Results**

- The results must be done according to WAE results system (IANSEO) and must be published live (end by end) on the Website created by the organizer and be made available daily to WAE Website.
- 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. At the end of the event complete result packages must be distributed in electronic format to all participating Member Associations as well as to WAE officials, Technical Delegate and the members of the Tournament Judge Commission. (MA must provide some volunteers) The complete results (in pdf-file) including a final tabulatory result list indicating the final ranking of all the participants, must be sent by e-mail to the WAE Secretary General: [a.colasante@archeryeurope.org](mailto:a.colasante@archeryeurope.org)

### **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 TD has to collect the fee of 50,00 Euro and send money to the WAE Secretary General.

### **WAE Congress**

When it is foreseen, also the WAE Congress has to be organised in accordance with WAE requirements.

The Congress venue is the responsibility of the organizers. Arrangements will be made in co-operation with and approval of WAE.

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.

Technical facilities will be provided. They include a number of microphones, beamer and a flip chart.

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.

### **Amenities at the competition field**

- Field archery: chemical toilets on the competition fields
- Outdoor/Indoor: Toilets available in sufficient numbers  
Bottled water to be available – free of charge
- Meeting rooms at the competition field for: WAE President, WAE Secretary General, VIP's; TD and Tournament Judge Commission.
- Storage rooms at Field Archery for archers' equipment storage during the competition.

### **TD' Reports**

- To be prepared the Inspection and Final forms issued by WAE and to be sent to the persons mentioned in the forms.

### **Special Checklist**

Arrange for 1st visit

Arrange for 2nd visit for the European Championships together with the Chairman of the Tournament Judge Commission

Team Captains' Meeting room

WAE Fanfare and Flag

President's opening and closing speech - when he cannot be there in person himself ask for a copy WAE: Medals and ribbons.

All MA's taking part must have paid their fee for that year to WA - ask WA to give a list Repair-booth for equipment-failure - dealers?

Make available all kind of lists: Archers per country; Archers per division and class; startinglists as per the d  
Field-Archery: Maps of the competition fields (without distances) for the TC's when necessary

Field-Archery: Maps of the competition fields - with distances for the "known" and "unknown"-competition

Check especially following points out of the Organiser Agreement, article 4 Protocol:

For European Championships the organizers are obliged to invite the President and the Secretary General.

The organizer will bear the cost for transport from airport to the venue, accommodation, meals and local transportation at the venue for the President or his representative and the Secretary General.

For European Championships the organizer must prepare a list with the names, including titles, of all official and dignitaries involved in the ceremony and a detailed schedule of the opening and closing ceremony as well as the final award banquet and presentation of athlete awards.

Both documents will be presented for review to the WAE-President or to the WAE Secretary General and to the Technical Delegate on the day prior to the opening and closing ceremony.

For Grand Prix and European Youth Cups, the organizers must submit a plan for approval by the Technical Delegate for all ceremonies, final award banquet and presentation of athlete awards.

January 2019