



# WAE - Events

## Evaluation Checklist

### EUROPEAN YOUTH CUP

**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 What is the closest hospital?  
Distance from accommodation:            km    Distance from competition field:            km
- 3.2 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 organisation committee?

	Paid	Unpaid /Volonteers
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 organizers and be made

available to WAE Website.

4.2.1 The Organizers must be supported by IANSEO technicians, according to an agreement made between the MA 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.

The MA will be supported by the Results Team for what concerns the accreditation, devices, management, sport presentation, the results and the publicity of the daily results on the competition Website and on the WAE website.

4.2.2 The MA bears the cost for travel for the team, also for equipment transport, food, lodging and if necessary local transportation.

The MA must provide a suitable number of volunteers to support those tasks.

4.2.3 The results must be published live on Internet and be made available daily to WAE website.

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

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 Field
Practice Field					
Qualification Field					
Finals Field					

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

4.4 What are the parking facilities at the main competition field?

4.5 What facilities do you foresee for the VIP's in terms of seating and welcome?

4.6 Which office facilities do you foresee for Management of WAE?

4.7 A high quality Internet connection must be provided on the venue.  
Please state which internet connection is being used in your country.

Please note you must install your own website for the event.  
Pse, confirm.

Y / N

4.8 Will you have photocopy facilities?  
Please note at least one photocopier must be available.

Y / N

4.9 Is there a separate judges room?

Y/N

4.10 Is there a separate Jury of Appeal room?

Y/N

- 4.11 Will you foresee a room for press with an Internet connection? Y/N
- 4.12 Which field equipment will you have during the tournament:  
 Small scoreboards  
 Large scoreboard  
 Videoboard  
 Individual timing equipment  
 Other: Please specify
- 4.13 What do you intend to use in case you do not have the equipment as mentioned in article 4.12?
- 4.14 What is the location of the computer room in relation to the different competition fields?
- 4.15 Will you have a technical assistance shop (service repair booth) available on the field? Y / N
- 4.16 How many toilets will be available on the field?
- 4.17 What is the coverage for the archers on the field for weather conditions ?  
 Have you adequate sun and rain shelters? Y/N

### 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
Airport ⇒ Hotel					
Hotel ⇔ Field					
Hotel ⇒ Airport					

- 5.2 For the athletes is the schedule for the transport fixed or flexible?
- 5.3 What are the provisions for the transport on the practice days and starting from which day?
- 5.4 What are the foreseen provisions for the transport of the athletes during competition days?

5.5 State transport cost between airport and hotel

**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?

What is the distance from the centre of the city ?

What recreational facilities are available on site?

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

If you use more than one hotel and 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 ? Y/N

6.5 Where will the meals be served ?

Where	Lunch	Dinner
Before competition		
During competition		
After competition		

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

6.7 Bottled water to be supplied free of charge on the fields

### **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:

### **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
- Regional Authorities
- Local Authorities
- Sponsors
- Entry Fees
- Other: please specify:

8.2.1 The maximum entry fee including local transportation (hotel-venue) should not be more than € 75 - per archer  
No entry fees for officials and no entry fees for teams and mixed teams.

8.4 If the banquet is foreseen, the cost should be held reasonable.  
Please state approx cost:

Stamp of the Federation

Signature

of the MA President