



EUROPEAN GRAND PRIX 1st leg

25-29 April 2017 Legnica Poland



TEAM MANAGERS' MEETING INFORMATION BOOKLET

**The Team Managers' Meeting will take place at
Football Stadium (conference room), City Park, Legnica
25th April 2017, at 15.00 pm**

All Team Managers, please attend this important meeting.
Teams without Team Manager 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.

25 April, 2017

Dear Team Managers,

On behalf of the Organising Committee, I would like to welcome you to the European Grand Prix 2017 1st Leg in Legnica, Poland.

The Organising Committee and the citizens of Legnica sincerely welcome you. We will do our best to host your teams with warm hospitality, by providing beautiful memories and sharing friendship between participants from all over the world during your stay in Legnica.

Please don't hesitate to ask whatever you need during your stay. I would like to wish you good luck and success to your Teams.

Yours sincerely,

Mr Józef BAŚCIUK
President
Local Organizing Committee





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Agenda of the Team Managers meeting

Introduction of Officials & Opening of the meeting (WAE TD)

- Welcome by WAE Technical Delegate (TD), Mr. Daniel PAVLOV
- Introduction of the panel, WAE Technical Delegate (TD), Mr. Mr. Daniel PAVLOV
- Welcome speech by the President of the Organizing Committee, Mr. Józef BAŚCIUK

1) Roll call of all attending nations (WAE TD)

2) Introduction of Officials (WAE TD)

- Organizing Committee (OC) members, by the President of the Organizing Committee, Mr. Józef BAŚCIUK
- Tournament Judges Commission, by the Chairman of Judges Mr. Petros PETROU
- Director of Shooting, by the Chairman of Judges Mr. Petros PETROU
- Jury of Appeal, by WAE Technical Delegate (TD), Mr. Daniel PAVLOV

3) Technical Aspects of the competition (WAE TD + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Competition Program (*attached*)
- 3.3. Practice
- 3.4. Equipment Inspection
- 3.5. Qualification Round & information on scoring
- 3.6. Individual Elimination Round
 - 3.6.1. Recurve
 - 3.6.2. Compound
- 3.7. Team Elimination Round
 - 3.7.1. Recurve Team
 - 3.7.2. Recurve Mixed Team
 - 3.7.3. Compound Team
 - 3.7.4. Compound Mixed Team
- 3.8. Individual Finals Round & Team Finals Round
- 3.9. Appeal Procedure (*Form attached*)

4) Technical Matters (WAE TD) + Chairman of Judges)

- 4.1. Timing Control system
- 4.2. Results system
- 4.3. Rules that apply in this event.
 - 4.3.1. Maximum number of official in the FoP
 - 4.3.2. Teams definition

5) Logistics Aspects (OC)

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Meals: during practice, qualification, finals



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6) Protocol and ceremonies *(OC)*

- 6.1. Opening Ceremony
- 6.2. Award Ceremony
- 6.3. Closing Banquet

7) Medical related issues *(Medical representative)*

- 7.1 Medical services
- 7.2 Emergencies

8) Doping Control *(Medical representative)*

- 8.1. Doping control
- 8.2. Alcohol test

9) Dress Regulation *(WAE TD)*

10) Other matters of Importance *(WAE TD)*

11) Questions from Team Managers

12) Closing *(WAE TD)*



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IMPORTANT TELEPHONE NUMBERS

Competition Organization

Mr. Maciej ŁABA +48 669931469

Accommodation Manager, Accounting & Finances Manager

Mrs. Małgorzata SZALAŃSKA +48 693456883

Transportation Manager

Mr. Michał LESZCZYŃSKI +48 509836312

Technical Requirements & Field Manager:

Mr. Konrad PRZESMYCKI +48 505709408

WAE Technical Delegate (TD)

Mr. Daniel PAVLOV +359886697615
+359888330105

Tournament WAE Judge Commission

Mr. Petros Petrou (CYP) - Chair +35799614692
Mrs. Yuri Yogev (ISR) - Member

Director of Shooting:

Mr. Robert POTTS (GBR)

OFFICIALS

National Judges

Mrs. Małgorzata SOKOŁOWSKA
Mrs. Karolina CZAPIŃSKA
Mrs. Beata FABIANOWSKA - JÓŹWIAK
Mr. Zbigniew AUSTYN
Mr. Jan PSTRZOCH
Mr. Konrad PRZESMYCKI
Mr. Tomasz JAGŁA, DoS Assistant

Jury of Appeal:

To be communicated the day of the Team Managers meeting

WAE Archery Results Verifier:

Mr. Andrea Gabardi
Mr. Luca Gallarate



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3) Technical Aspects of the competition (WAE TD + Chairman of Judges)

3.1. Number of Participants per class: (Number of Nations: 22)

Recurve Men	Individual: 56 (1/24)	Teams: 7 (1/4)
Recurve Women	Individual: 32 (1/16)	Teams: 5 (1/4)
Compound Men	Individual: 42 (1/24)	Teams: 8 (1/4)
Compound Women	Individual: 26 (1/16)	Teams: 5 (1/4)

MIXED Teams RECURVE: 9 (1/8)
MIXED Teams COMPOUND: 9 (1/8)

3.2. Competition Program (attached)

The final detailed Competition Program is at the end of this document.

3.3 Practice

Official Practice: 3 hours in morning and 3 hours in afternoon. Shooting in **AB-CD** format.

- Recurve Men & Compound Women, 09:00 to 12:00
- Recurve Women & Compound Men, 13:30 to 16:30

Individual and Team Elimination Round Practice: 30 min before the competition in the assigned targets per session.

Non competing archers will be allowed to use the Practice field, which is on the right hand side of the competition venue. There are 20 targets in the Practice Field.

3.4. 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 DoS to the dedicated place for the Equipment inspection in the competition field. All team members should wear their team uniform. Also all spare equipment must be brought to the equipment inspection.

Club archers must go for equipment inspection when their country name is called and invited by the DoS.

During the Equipment inspection we would appreciate if the Team Managers will check the right spelling of their athlete's name as well as the correct date of birth in the archers' list the Judges will be using for the inspection. If something is not correct on the Judges list, please inform the Judges during the equipment inspection and they will take care to inform our Result team.

The athlete numbers will be given before official practice and then the equipment will be checked by the Judges.

When receiving the athlete numbers, we would like each Team Manager to double check that each archer has the correct "athlete's number".

The athlete's number must be worn on the archer's quiver or the thigh facing the waiting line. During the equipment inspection, instructions on the use of the electronic score terminals (PDA) will be carried out if requested. We are kindly asking all the archers and coaches to follow the OC volunteers and Judges' instructions in order to proceed with no delays.



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3.5. Qualification Round. Information on scoring

The target assignment will be handed out in the venue and posted at the hotels on the day of the official practice.

During the qualification rounds, no faces will be changed after the practice arrows.

Qualification Round (70m Round for Recurve / 50 m Round for Compound), shooting **4** archers per target in **AB-CD** format.

The athletes will be given an electronic score terminal (PDA) for each target.

The athletes should register themselves the data entries for their scores.

Assistance will be given in the FoP, if requested, by the WAE Result team on site.

There are special terminals for recurve and compound archers, so the scoring is done in accordance with the division the archer is shooting.

In addition, there is also paper score sheet per target, which must be filled in by the athletes themselves. All the athletes on the same target must verify that the correct scores are entered.

Please double check between terminals and scorecards, and please make sure that each archer of your team is aware that all the data requested in the scorecards must be filled in, and scorecards signed.

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

In case of tied score on positions 8 and 104 individual and 16 for teams and mixed teams, a shoot off will be arranged at the last distance shot.

- Individuals: 1 arrow closest to the centre.
- Teams: 1 arrow each archer, all shooting at the same time (40 seconds). 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.

3.6. Individual Elimination Round

During the Elimination rounds no faces will be changed after the warm up arrows. So please instruct the archers to mark the arrow holes during warm up. Matches will start as soon as the field is ready.

We will keep to the starting time at the beginning of each morning and afternoon 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.

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

No alternate shooting format during Individual eliminations and Team & Mixed Team Finals.

Only for the Individual Medal Matches alternate shooting will apply.



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3.6.1 Recurve

The Set System will be used for the Elimination in Recurve up to and including the semi-finals, per class and division. All matches will consist of maximum 5 sets of 3 arrows per set.

3.6.2 Compound

The Compound Match Round will be used for the Elimination in Compound up to and including the semi-finals, per class and division. All matches will consist of 5 ends of 3 arrows, cumulative scoring.

Shoot off in individual elimination (Rec & Comp) is just one arrow closest to the centre (40 sec of time)

3.7. Team and Mixed Teams Elimination Round

The Team Elimination Round will start with the 1/8 for RM, RX, CX and with the 1/4 for RW, CM, CW up to and including the semi-final matches, per class and division. There will not be alternate 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.

3.7.1. Recurve Team

- 4 sets of 6 arrows, 2 arrows per archer (70 m, set scoring)

3.7.2. Recurve Mixed Team

- 4 sets of 4 arrows, 2 arrows per archer (70 m, set scoring)

3.7.3. Compound Team

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

3.7.4. 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.

3.8. Individual Finals Round & Team Finals Round

Individual Finals

Bronze and Gold Medal Matches will be shot at in a 2 targets FoP in alternate shooting.

- **Recurve**
5 sets of 3 arrows
- **Compound**
5 ends of 3 arrows

Team Finals

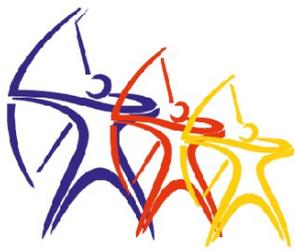
No alternating shooting will be used for Team events.

Bronze and Gold Medal Matches will be shot simultaneously

Byes will be allowed to shoot in the competition targets.

- **Recurve**
4 sets of 6 arrows
- **Compound Team**
4 ends of 6 arrows

The Individual Medal Matches will have live TV coverage.



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IMPORTANT NOTE: We will be honored to receive the visit of important VIPs. Therefore we would like to ask for collaboration from our teams during the Finals. It is important to attend the Finals and show a FULL venue look, as well as constantly provide a good and professional image of our sport.

3.9. Appeal Procedure *(Form attached)*

An Appeal form is attached to this document.

In case of Intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be considered.

The Appeal form should be given to the Chairman of the Tournament Judge Commission or to his Deputy. A fee of (EUR 50.-) 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 *(WAE TD + Chairman of Judges)*

4.1. Timing Control system

Analog equipment will be used for Timing.

4.2. Results system

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

PDA terminals are used during the Qualification and Elimination Rounds, but not in the Finals. The person responsible for the results is Mr. Andrea Gabardi (Result Manager).

4.3. Rules that apply in this event

WA Rules apply. Rules for outdoor and WA Committee official interpretations.

WAE Grand Prix Rules - Club Archers, also apply.

CLUB ARCHERS

1. Club archers cannot have coaches or guest accredited to access the FoP. If guest or coaches will accompany a Club Archer he will be treated as a spectator.
2. DRESS REGULATIONS: Club Archers must respect FITA rules (Book 1, point 3.22) in terms of uniform for the FITA events. Club Archers cannot use any National Team uniform (neither of his country nor any other).
3. Club Archer must be present in the Official Practice day when he will pick up his/her accreditation, confirm name and data given and pass the equipment inspection. The Club Archer is not allowed to miss the official practice and arrive directly to the qualification day. Travel plan should be arranged according to the schedule.
4. Club archers could be Junior or Senior Categories. Cadet's archers are not allowed to participate in the event as Club Archer.

4.3.1. Maximum number of officials in the FoP





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We would like to remind our participants that there is a maximum number of officials allowed in the FoP during competition. We would like to ask the teams to respect this number and help the Organizers and the event by respecting it.

Qualification round = max 4 officials per team (and 1 per archer maximum)
Elimination round and finals = 1 official per archer competing at the moment.

Archers and officials not competing should move to the spectators' areas and not take the space of officials and archers competing in the FoP under the tents.
Thank you for your collaboration on this matter.

4.3.2. Teams definition (Team and Mixed Team members form)

We would like to remind our participants that there is a rule for the team's selection.

Book 2, 4.5.1.4 (for Recurve and Compound)

A team shall consist of the highest ranked 3 (or 2 if a Mixed Team) athletes from the Qualification Round unless the team Manager 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 which competed in the Qualification Round. In case of substitution medals will only be awarded to the archers that shot the Team round, not the qualification round.

5) Logistical Aspects (OC)

5.1. Transportation:

Please check the schedule on the hotel boards and at the competition field for daily transport between the hotels and the competition area and return.

All teams will be informed daily about bus schedule.

All teams are requested to confirm with the LOC (Local Organizing Committee) on their departure details (return flight confirmation, number of person, etc.). Please contact the LOC and provide this information as soon as possible.

5.2. Meals: during practice, qualification, finals

Meals will be served at the hotels according to the schedule hereafter:

Breakfast: 06:30 to 09:00 h, Dinner: 18:30 to 20:30 h

Lunch will be served in a restaurant close to the Archery Venue.

Hours: according to the Competition Schedule.

Drinking water will be available on the competition field free of charge.

All other costs made at the archery venue or in the hotel (snacks, drinks, small meals) are not included in the entry fee and hotel payment and **must be paid on consumptions.**

6) Protocol and ceremonies (OC)

6.1. Award Ceremonies

Date: 29 April 2017: 11:25 a.m. for compound athletes, 16:25 for recurve athletes.

Venue: Competition Field

The Award Ceremony will take place immediately after the end of the morning and afternoon sessions of Day 5.



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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.

The 3 first winners will receive Medals.

The individual winners will receive prize money from WAE.

6.2. Closing Party

Date: 29 April 2017

Time: 20:00

Venue: Qubus Hotel (transportation provided)

Mixed Zone and Press Conferences:

Please make all your archers and officials aware that press conferences and interviews will take place in the Mixed Zone and archers will be requested to pass through this mixed zone and attend to the media present there.

7) Medical Related issues *(Medical representative)*

7.1. Medical Services

Ambulance and First Aid Services will be available in the archery venue.

7.2. Emergencies

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

Doping control will follow World Archery rules.

Your athletes should bring their passports or Accreditation Cards to the doping control station when they will be chosen for a test.

Tests will be conducted by WADA accredited laboratory in Warsaw:

www.anty doping.pl

8.2. Alcohol test

Level of alcohol will also be tested during the competition, following World Archery Europe rules.

9) Dress Regulations *(WAE TD)*

WA & WAE dress regulations do apply.

Athletes, officials and staff should have a proper appearance, when are present on the field. Sport shoes must be worn by all athletes and coaches during the event. Sport shoes may be different styles but must cover the entire foot.

All members of one team must be dressed in the same team uniform.

Names are required to be on the back for all archers.

It is strictly forbidden to shoot in jeans.

Athletes and team officials must conform to the dress regulations during the Official Practice.

10) Other matters of importance *(WAE TD)*

Accreditation cards:

The accreditation card must be worn at all times in the practice and competition areas.





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Number of athletes in the FoP

Only athletes competing in any stages of the event are allowed on the Field of play, together with their coaches. Your cooperation in ensuring that only the correct athletes are on the Field of Play would be appreciated. **One coach per archer!!!**

Internet access:

There is internet access in the Hotel. Please ask for the way to access internet in the reception of the hotel.

The Environment

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

Non Smoking

This is a non smoking event for the practice and official competition areas.

11) Questions from Team Managers

12) Closure (WAE TD)



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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.