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|  | **WAE – EVENTS****BID / EVALUATION CHECKLIST** |
| **COMPETITION / YEAR :** | **Event / year** |

|  |  |
| --- | --- |
| **MEMBER ASSOCIATION** |  |
| **PLACE of the EVENT** |  |
|  | ***Prefered*** | *Option 1* | *Option 2* |
| **DATE(S) of the EVENT** |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Décollage avec un remplissage uni** | **AIRPORT** | **Train avec un remplissage uni** | **RAILWAY STATION** |
| Closest (name/City) |  |  |
| International | Y/N |  |
| If regional 🡪 connections |  |  |
| Distance from accommodation |  Km / time :  |  Km / time : |

|  |
| --- |
| **Weather condition during the time of the event** |
| Average Temperature  | °C |  | Average Windspeed: | Km/h |
| Average humidity | % |  | Average wind direction: |  |
| Average rainfall |  |  | Time for shooting/day (sun light) | hours |

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| **Archery in a radius of 50 km around the venue** |
| Number of clubs |  | Number of members in these clubs |  |

**Theme 2: Security**

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| Please specify the involvement of the local authorities in the organisation: |
|  |
| Are there any restrictions on the importation of bows and other sports equipment into the country? |
|  | No |  | Yes :  |

**Theme 3: Medical facilities**

|  |  |  |  |
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|  **HOPITAL / FIRST AID:** |  *Y/N* |  | *Comments :* |
| First aid on the different fields |  |  |  |
| First aid for spectators |  |  |  |
| **Closest Hospital** | Name  |  |
|  | Address |  |
| Distance | from accommodation | km | from FOP venue | km |
| Additional comments : |  |

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| **DOPING CONTROL:** |  *Y/N* |  | *Comments :* |
| Conflict with WA/WADA rules |  |  |  |
| Authority undertaking samples |  |
| Accredited Laboratory (name): |  |
| Address |  |
| Telephone / email |  |
| Location of the room for tests |  |
| Additional comments : |  |

**Theme 4 : General Organisation**

How many people do you have in the Organising Committee?

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTDOOR** |  *Y/N* |  | *Details or Comments :* |
| Minimum of 64 targets on FOP |  |  | Number : / Number in ABC modus : |
| Practice field (Nb of targets) |  |  |  |
| Additional comments : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INDOOR** |  *Y/N* |  | *Details or Comments :* |
| Main hall (Nb of targets) |  |  |  |
| Practice hall (Nb of targets) |  |  |  |
| Additional comments : |  |

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| --- | --- | --- | --- | --- |
|  | Archery competition on the field in the past (Event/year) | Dimension of Field  | Max nb oftargets | OrientationN-S … +/- |
| Practice Field |  | m |  | Deg |
| Qualification Field |  | m |  | Deg |
| Elimination Field |  | m |  | Deg |
| Finals Field |  | m |  | Deg |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Drainage of Field | Slope of Field | Seating availability for the public | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICES / FACILITIES** |  *Y/N* |  | *Details or Comments :* |
| Parking facilities at the field |  |  | Number of places : Distance to the Field : |
| Accessibility for wheelchair |  |  |  |
| VIP Seating and welcome |  |  |  |
| Management of WAE |  |  |  |
| Photocopy facilities |  |  |  |
| Judges room |  |  |  |
| Separate TD room |  |  |  |
| Press and media room |  |  |  |
| Free wifi  |  |  |  |
| High quality free wifi  |  |  |  |
| Additional comments : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELD EQUIPMENT** |  *Y/N* |  | *Details or Comments :* |
| Readable flip over scoreboards from the 1st El. Round onward |  |  |  |
| Large scoreboard |  |  |  |
| Videoboard |  |  |  |
| Individual timing equipment |  |  |  |
| Computer room (+ location) |  |  |  |
| Service repair booth on venue |  |  |  |
| Toilets on the field (number) |  |  |  |
| Accessible toilets (number) |  |  |  |
| Coverage for archers (detail) |  |  |  |
| Additional comments : |  |

**Theme 5: Transport**

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

**Kind :** **Level :**

AP = Available but has to be paid by the user AD = Appointed driver with cars

AF = Available and free of charge MB = Mini-busses

U = Unavailable in LOC services B = Busses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Delegations | Judges, TDClassifiers | WAE Officials | VIP’s | Volunteers | Press |
|  | kind | level | kind | level | kind | level | kind | level | kind | level | kind | level |
| Airport ⇒ Hotel |  |  |  |  |  |  |  |  |  |  |  |  |
| Hotel ⇔ Field |  |  |  |  |  |  |  |  |  |  |  |  |
| Hotel ⇔ Congress \* |  |  |  |  |  |  |  |  |  |  |  |  |
| Hotel ⇒ Airport |  |  |  |  |  |  |  |  |  |  |  |  |

*(\*) for Outdoor European Championships*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For the athletes the schedule for the transport is |  | fixed |  | flexible |

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

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

**Theme 6 : Lodging and meals**

Which kind of lodging will you provide?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Hotels** | *Y/N* | *Comments* |
|  | Private shower or bath in the room |  |  |
|  | Beds per room |  |  |
|  | Laundry facilities will be available  |  |  |
|  | Phone and internet facilities  |  |  |
|  | Distance from the centre of the city  |  |  |
|  | Recreational facilities on site  |  |  |
|  | Accessibility for wheelchair persons |  |  |
|  | Toilet- bathroom for wheelchair athletes |  |  |
|  | Facilities for wheelchair athletes |  |  |

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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Dormitories (Colleges)** | *Y/N* | *Comments* |
|  | fixed division between men and women  |  |  |
|  | How many rooms per shower ? |  |  |
|  | How many rooms per toilet ? |  |  |
|  | How many beds per room ? |  |  |
|  | Separate living room |  |  |
|  | Access and security of the room |  |  |
|  | Maintenance and cleaning of the room |  | daily, weekly |
|  | Toilet- bathroom for wheelchair athletes |  |  |
|  | Facilities for wheelchair athletes |  |  |
|  | Please describe in detail the room composition and any extra facilities : |
|  |  |

For each of the accommodations please attach a list of the prices (in Euros) for the period of the tournament (incl. breakfast and dinner).

|  |  |
| --- | --- |
| Period this accommodation will be available | Prices to apply for any additional days |
| from |  | to |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Lunch** | **Dinner** |
|  | Where | When | Where | when |
| Before competition |  |  |  |  |
| During competition |  |  |  |  |
| After competition |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this schedule fixed ? |  | Yes  |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If fixed, do you foresee lunch boxes for late arrivals ? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| At lunch do you foresee lunch boxes on the field during the competition days ? |  | Yes |  | No |

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| --- |
| Please indicate how you deal with the water supply (cf Theme 9) |
|  |

**Theme 7 : Media**

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| --- |
| What is the relation with your national press and TV? |
|  |
| Please list last 4 years TV coverage on national or regional television of archery: |
| 1.
2.
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, et |
|  |

**Theme 8 : Estimated BUDGET**

|  |  |  |
| --- | --- | --- |
| **OUTPUTS in €** |  | **INPUTS in €** |
|  |  |  | National Federation |  |
|  |  |  | Regional Federation |  |
|  |  |  | Local Club |  |
|  |  |  | National Government |  |
|  |  |  | Regional Authorities |  |
|  |  |  | Local Authorities |  |
|  |  |  | Sponsors |  |
|  |  |  | Entry fees |  |
|  |  |  | Tickets |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  | **TOTAL** |  |

|  |
| --- |
| What would be the proposed entry fee in Euro (for the maximum, refer to theme 9) |
| **Entry fee** | **Archer** | **€** | **Official** | **€** | **Team** | **€** |
| Banquet/party if any | Archer | € | Official | € |  |  |

**Theme 9 : Mandatories and rules to respect**

**Transport**

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

**Currencies**

Currency to be used for the payments of the entry fees and the accommodation shall be Euro.

**Weapons restrictions**

If there in any restriction on the importation of bows and other sports equipment into the country, the MA or the LOC has to supply a guarantee from the country that all participants can enter the country with their equipment without any delays and problems.

**Doping controls**

The MA or the LOC will carry the cost of Doping.

The number of samples is stated by World Archery, World Archery Europe and the International Anti-doping authorities. To know the number of sample for the kind of competition, contact : wa@ita.sport

**Results**

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.

**Office facilities**

At least one photocopier must be available

**Accomodation**

Please take note that the Hotels must have breakfast and dinner inside

Single room accommodation is mandatory for judges, classifiers, TD and officials

**Water supply**

Bottled water to be supplied free of charge on the fields. At least 2 liters per day per athlete.

**Maximum entry fees in Euros**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Event*** | *Archer* | *Team* | *Officel* | *Comments* |
| Outdoor target Championships | 200 | 125 | 100 | No entry fee for mixed teams |
| Youth Championships | 200 | 125 | 100 | No entry fee for mixed teams |
| Para-Archery Championships\* | 200 | 0 | 100 | “teams” = Doubles and Mixed teams |
| Field Championships | 200 | 125 | 100 | No entry fee for mixed teams |
| 3D Championships | 200 | 125 | 100 | No entry fee for mixed teams |
| Indoor Championships | 200 | 125 | 100 | No entry fee for mixed teams |
| Youth Cup |  |  |  |  |
| Grand Prix | 200 | 125 | 100 |  |
| Para-Archery Europ. Cup Leg\* | 170 | 0 | 100 | “teams” = Doubles and Mixed teams |
| Club Teams Cup |  |  |  |  |
| Run-Archery Cup | 60 | 60 | 30 | “teams” = Relay and Mixed Relay |

(\*) an additional 30 Euros capitation fee has to be collected and refounded to World Archery Europe for each archer and each official on Para-archery Chapionships and Parar-archery European Cup legs.

|  |  |
| --- | --- |
| Date: | Date : |
| MA President:*In all cases*Signature :Stamp : | LOC President :*When LOC is not the MA*Signature : |