



WAE – EVENTS

BID / EVALUATION CHECKLIST

COMPETITION / YEAR :	Event / year
----------------------	---------------------

MEMBER ASSOCIATION			
PLACE of the EVENT			
DATE(S) of the EVENT	<i>Prefered</i>	<i>Option 1</i>	<i>Option 2</i>

Theme 1 : National, regional and local characteristics

	AIRPORT	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

Archery in a radius of 50 km around the venue

Number of clubs

Number of members in these clubs

Theme 2: Security

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

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 :		

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 / Volunteers		Paid	Unpaid / Volunteers
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 :		

	Archery competition on the field in the past (Event/year)	Dimension of Field	Max nb of targets	Orientation N-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 1 st 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 :

AP = Available but has to be paid by the user

AF = Available and free of charge

U = Unavailable in LOC services

Level :

AD = Appointed driver with cars

MB = Mini-busses

B = Busses

	Delegations		Judges, TD Classifiers		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

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

--

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				

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 is 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 concerns 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

Accommodation

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	Official	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 refunded to World Archery Europe for each archer and each official on Para-archery Championships and Pararchery European Cup legs.

Date:	Date :
MA President: <i>In all cases</i> Signature :	LOC President : <i>When LOC is not the MA</i> Signature :
Stamp :	