



Team Managers Meeting

ESSEN 2024

EUROPEAN ARCHERY CHAMPIONSHIPS
CQT

Information Booklet

The Team Manager's Meeting CQT will take place in the catering tent at the qualification venue on 4th May at 16.00 hrs.

The Team Manager's Meeting EOC will take place in the catering tent at the qualification venue on 7th May at 16.00 hrs.

All Team Managers are requested to attend this meeting.
(Max 1 representative per country)

Teams without a Team Manager are advised to send one of their athletes to the meeting.

Please read this document upon receipt and bring it with you to the Team Managers Meeting.

Dear Athletes and Officials,

On behalf of the Organizing Committee, we would like to welcome all participating athletes, officials and all distinguished guests to the 2024 European Continental Qualifier Tournament which will be held from May 4th to May 6th and/or to the 2024 European Outdoor Championships which will be held from May 7th to May 12th in Essen, Germany.

I am sure that all participants – athletes, officials, media representatives and spectators – will enjoy this exciting competition and all athletes will demonstrate their great skill, competitiveness and fairness at this event.

I wish you all a very pleasant stay in Essen North Rhine-Westphalia and the best of luck to all athletes in achieving excellent results.

Sincerely yours,

Hans-Heinrich von Schönfels
President of the
Organizing Committee

Agenda of the Team Managers Meeting Roll Call of all attending nations (TD)

Opening

- Brought to order, by Technical Delegate
- Introducing the panel, by Technical Delegate
- Welcome speech, by World Archery Europe Secretary General and President of LOC

2) Introduction of Officials (TD)

- Organizing Committee members, by TD
- Tournament Judges Commission, by the Chairman of Judges
- Jury of Appeal, by TD

3) Technical aspects of competition (TD + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Competition Program
- 3.3. Practice – training.
- 3.4. Equipment inspection
- 3.5. Qualification round & scoring information.
- 3.6. Individual elimination round
 - 3.6.1. Individual Elimination
- 3.7. Team elimination round
 - 3.7.1. Recurve Team
 - 3.7.2. Compound Team
 - 3.7.3. Recurve Mixed Team
 - 3.7.4. Compound Mixed Team
- 3.8. Olympic Continental Qualifying Tournament
- 3.9. Individual and Team Medal Matches
- 3.10. Appeal procedure (Form attached)

4) Technical matters (TD + Chairman of Judges)

- 4.1. Timing control system
- 4.2. Results system
- 4.3. Rules that apply in this event.
 - 4.3.1. Shooting Time and Time Limits: (Book 3, 13.4.1.1)
 - 4.3.2. Dress regulations.
 - 4.3.3. Athletes must have at least 6 arrows during Finals (Rule Book 3 – 13.2.1.3)
 - 4.3.4. Individual alternate shooting (Rule Book 3 – 13.6.2.)
 - 4.3.5. Individual shoot-off (Rule Book 3 – 14.5.2.2.)
 - 4.3.6. Team shoot-off (Rule Book 3 – 14.5.2.3.)
 - 4.3.7. No equipment failure or medical problems (rule Book 3 – 12.2.3)
- 4.4. Accreditation Cards Rules (Rule Book 2 – 3.8. Accreditation)

5) Logistic aspects (OC)

5.1. Transportation : venue, airport, etc.

5.3. Meals, during practice, qualification rounds, finals...

6) Protocol and ceremonies (OC)

6.1. Medal ceremonies and mixed zones

7) Medical related issues (Medical representative)

7.1. Medical services and emergencies

8) Clean Sport (Medical representative)

8.1. Doping control

8.2. Alcohol test

9) Other matters of Importance (TD)

10) Questions from Team Managers

11) Closure

11.1. Closure

Important Telephone Numbers

Chairman of the Organizing Committee

Mr. Joerg Brokamp

World Archery Europe Technical Delegate

Ms. Eva Thesen +47 918 88880

Field Manager

Mr. Martin Stanzel +49 160 92940325

Mr. Nick Lienshoeft +49 171 3531622

Hotels / Accommodation

Ms. Birgit Huhn: +49 172 6145658

Transportation Manager

Ms. Margit Kiraly + 49 173 6706213

Medical Representative

Ms. Claudia Hess +49 151 52165615

Media

Mr. Thilo Von Hagen +49 171 6457089

Ceremonies

Ms. Simone Scharrenberg +49 163 2534644

Results Manager

Mr. Matteo Pisani +39 348 2214545

Tournament Judge Commission

Chairman of Judges

Mr. Christophe Pezet +33 661047450

Director of Shooting

Mr. Robert Potts

Members ITOs

Mr. Niels Buitenhuis (Deputy)

Ms. Mari Jakonen

Ms. Sabrina Steffens

Ms. Manuela Cascio

Ms. Ringa Baltrusaite

Ms. Sofie Johansson

Mr. Ūgur Nacir

Ms. Eleftheria Psaraki

NTOs

Mr. Stefan Lehmann (DOS Assistant)
Mr. Jacob Lindemann
Mr. Dominik Schindler
Irmgard Deutsch-Hoefler
Ms. Michaela Dominik

Jury of Appeal: to be defined at the beginning of the competition

3) Technical aspects of the competition

3.1. Number of participants for per category

Event	No. Athletes	No. Countries	No. Teams
Recurve Men	90	34	27
Recurve Women	79	31	23
Compound Men	71	30	17
Compound Women	47	22	11
Recurve Mixed Team	0	29	29
Compound Mixed Team	0	22	22

Event	No. Athletes	No. Countries	No. Teams
Recurve Men	85	32	0
Recurve Women	65	27	0

3.2. Competition Program

The latest competition program will be provided 1 week prior to official practice on the World Archery Europe web page. Any official competition schedule will have version number, date and time printed on it. The latest version of the competition schedule and team manager booklet are on IANSEO website.

Training Range is available on the Sportpark am Hallo between 04.05 and 11.05. It is located a few minutes' walk from the qualification field.

Daily Schedule:

04.05. 09:00 ~ 12:00 and 14:00 ~ 17:00
05.05. 09:00 ~ 12:00 and 14:00 ~ 17:30
06.05. 09:00 ~ 12:00 and 14:00 ~ 16:00
07.05. 09:00 ~ 12:00 and 14:00 ~ 17:00
08.05. 09:00 ~ 12:00 and 14:00 ~ 18:30
09.05. 09:00 ~ 12:00 and 14:00 ~ 17:00
10.05. 09:00 ~ 12:00 and 14:00 ~ 17:00
11.05. 09:00 ~ 12:00 and 14:00 ~ 16:00

Official Practice

CQT (04.05.2024):

- 14:00 ~ 17:00 (3:00hrs) for Recurve Women & Recurve Men
- Shooting will be organized in AB-CD format and 4 archer per target

European Championships (07.05.2024)

- 09:00 ~ 12:00 (3:00hrs) for Recurve Men & Women
- 14:00 ~ 17:00 (3:00hrs) for Compound Men & Women
- Shooting will be organized in AB-CD format and 4 archer per target

Qualification Round Practice

- 3 ends of 3 minutes practice on the Field of Play for qualification to immediately follow once the field is reset.
- Non-competing athletes can use the practice field.
- Transportation is available for athletes between the qualification venue and official event hotels. Schedule will be displayed in the official event hotel lobbies.

3.4. Equipment Inspection new rules

- On the 4th May for the CQT and the 7th May for the ECT, during official practice.
- Located on the field of play (exact location will be communicated on the day of the competition)
- Teams will be announced in (English) alphabetical order by the DOS.
- All teams are to wear their team uniform and have their valid accreditation.
- Spare equipment must also be brought for inspection.
- Team managers are to check the details of their athletes such as name, date of birth is correct beforehand.
- Inform the Judge if details are not correct and the Judge will inform Results Team.
- Instructions to use the tablet scoring system will be carried out if requested.

Athlete (back) Numbers

- Athlete numbers will be issued on the day of the qualification round (with the score cards) during practice.
- Athlete numbers must be worn on the quiver or thigh, facing the waiting line while shooting.

The Environment

Team Managers, please instruct your team members to use the litter bins located on the competition, practice ranges and common areas always.

Water

- To aid the environment, water will be distributed by drinking water stations around the field. All team members will get a bottle from the LOC.
- During the finals, water will be distributed using the familiar bottle deposit system.

- A new bottle of water will only be issued by the return of the empty bottle. If the empty bottle has been lost, please contact the Organizing Committee in the LOC Office.
- Please make sure to give empty bottles back to the water station. Do not throw the bottles in the trash bin. There is a refund and recycling system for all bottles and bins.
- Please use the trash bins provided and clear the area you have used on the FOP before leaving.

Non-Smoking

- This is a non-smoking event.
- Smoking is forbidden inside public buildings and all competition and training areas. This also includes electronic cigarettes, refer to book 3, Art.12.8.

3.5. Qualification Round

Recurve Women and Compound Men

- § 2 Athletes per target in AB-CD format, 2 lines
- § 70m Round (72 Arrows)
- § 50m Round (72 Arrows)

Recurve Men and Compound Women

- § 2 Athletes per target in AB-CD format, 2 lines
- § 70m Round (72 Arrows)
- § 50m Round (72 Arrows)

3.6. Individual Elimination Round

- Target faces will **NOT** be changed after practice arrows. Please instruct your athletes to mark all arrow holes during practice.
- Matches will start as soon as the field is ready.
- Matches at the start of each session will begin on time. Proceeding matches will follow up on the immediate completion of the prior match. Athletes should be alert and prepared for their matches to start slightly earlier than scheduled.
- In case of a bye, athletes may be allowed to shoot on their own target, provided the competition schedule allows. If the competition schedule allows, no score will be recorded or displayed and athletes shooting their bye must respect the DOS timing and signals of the competition. Recurve athletes are permitted to shoot 3 sets of practice and compound athletes are permitted to shoot 5 ends of practice for their bye.
- Individual elimination rounds will start at the 1/48 elimination stage (104 athletes, or less, depending on entries) for Recurve Men, Recurve Women and Compound Men While Compound Women will start at the 1/24 elimination stage (56 athletes in each category or less, depending on entries)
- The top 8 individual ranked athletes from the qualification round will progress directly to the 1/16 finals.

- Athletes ranked 9th to 104 positions will shoot the 1/48 and 1/24 eliminations.
- There will be no alternate shooting during the preliminary elimination rounds (only for medals matches)

3.6.1. Individual Elimination

Current World Archery rules will apply for individual elimination.

Since 1 January 2021, the rule of double shoot off has been abrogated. All ties (cut when applicable, 8th position and match shoot offs) will be resolved by a one arrow shoot-off closest to center.

3.7. Team and Mixed Team Elimination Round

- No alternating shooting
- Byes permitted from the 1/12, teams will be allowed to shoot on their allocated target, but no score will be recorded or displayed.

3.7.1. Recurve Team

Up to 4 sets of 6 arrows, 2 arrows per athlete (70m, set system)

3.7.2. Compound Team

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

3.7.3. Recurve Mixed Team

Up to 4 sets of 4 arrows, 2 arrows per athlete (70m, set system)

3.7.4. Compound Mixed Team

4 ends of 4 arrows, 2 arrows per athlete (50m, cumulative scoring)

3.8. Continental Qualifying Tournament (CQT) 04/05-06/05

- All member associations of World Archery in good standing that have not yet obtained a place in that gender, can compete in the continental qualifying tournament.
- Only the eligible countries will be able to participate with maximum 3 archers per gender.
- 6 NOCs (3 for men and 3 for women) will obtain qualifications for the European Continent and the maximum number of places per NOC and gender is one.

3.9. Individual and Team Medal Matches

- Saturday 11/05 – Compound Finals
- Sunday 12/05 – Recurve Finals
- Finals to be staged in a separate stadium on the Werner-Müller-Platz in the Zeche Zollverein
- There will be warm up area near the final field

- The area will have water, tents, chairs and tables.
- Will be open 1 hour before the start of competition.
- Athletes will not be permitted to use scopes on the finals FOP

3.10. Appeal Procedure (Form Attached)

- An Appeal form is attached to this document (see attached after this chapter, Appendix 1).
- In case of an intent to appeal or an actual appeal, the times indicated on the Appeal form must be considered.
- Appeal forms should be given to the Chairman of the Tournament Judge Commission or to their deputy.
- A fee of US\$50- (Euro 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 case the appeal being rejected, the fee will not be returned.

4. Technical Matters (TD + Chairman of Judges)

4.1. Timing Control System

Damage timing equipment will be used for timing and scoreboards.

4.2. Results System

- Qualification Round - scoring will be completed by athletes. One athlete record, on the official paperbased score sheet, the scores of all other athletes on that target. At the same time, another athlete, on that same target, will enter all the scores of the athletes on that target into the scoring tablet. The other athletes should verify that all scores are written and entered correctly.
- Scorecards MUST be signed by both the athlete and the scorer, have all the totals mathematically correct with the 10s+Xs and X count fully completed. Any scorecards where the 10s+Xs and X count are not completed a "0" will be given for the total of 10s+Xs and X count for that athlete. Any score cards not signed or the score total is missing will result in disqualification.
- Elimination Round – scoring will be completed by athletes. One athlete/team records the arrow values of both athletes/teams on the paper score sheet. While at the same time, the other athlete/team inputs the arrow values into the scoring tablet. Both athletes/teams should verify that all scores are written and entered correctly before returning to the shooting line.
- At the end of the match, the scorecard must be fully completed and signed by the athletes (or agent/judge in the case of finals) involved in the match.
- Scoring tablets will be used during the Qualification and Elimination Rounds, but not in the Finals. Mr. Matteo Pisani (World Archery Head of Technology) is responsible for the results of the event.
- **IMPORTANT NOTE: There will be internet access in the official hotels and venue.**

Because of this we will not distribute any printed results and information. There will be no pigeon boxes on the field.

4.3. Rules that apply in this event

4.3.1 Shooting Time and Time Limits: (Book 3, 13.4.1.1)

For World Ranking Events :

- 20 seconds per arrow is the time allowed for individual alternate shooting, and for all team and mixed team rounds including shoot-offs.
- 30 seconds per arrow is the time allowed for individual shooting during qualifications, Olympic round and Compound rounds where alternate shooting does not apply, including shoot-offs.

4.3.2. Dress Regulations

- Athletes, officials, and staff should wear the appropriate clothing having the correct appearance when on the field during competition. Open-toed shoes or camouflage clothing, accessories or archery equipment are not permitted.
- Athletes, team officials and technicians should wear their national team uniforms and sports shoes having the same appearance as per the division, following World Archery rules.
- During finals with TV coverage, undershirts, compression shirts or sleeves may be used on condition that they match the team uniform colors or are white. Under shirts and sleeve may include design, names or markings but the predominant color should be white or the color of the uniform.
- We would like to remind all teams that athlete names and country names or codes are mandatory on the back of their national team uniform shirts for athletes participating in World Archery major events.

4.3.3. Athletes must have at least 6 arrows during finals (Rule Book 3 –13.2.1. – Bullet Point)

In the Finals Rounds (individual matches, alternating shooting,) each athlete shall shoot on a separate target butt and shall not go to the target to score and collect the arrows. Each athlete shall appoint an athlete's agent who shall observe the scores recorded and withdraw the arrows. The arrows shall be returned to the athlete at the completion of every end/set after the second end/set.

4.3.4. Individual Alternate Shooting (Rule Book 3 – 13.6.2)

When there is individual alternating shooting, athletes competing shall go to the shooting line upon the 10 seconds alerting signal. At the end of the 10 seconds, one sound signal shall start the 20 second shooting period for the first athlete in the match or the 30 second shooting period for the Para Archery tournament match. As soon as the first arrow is shot and the score is posted or the time runs out, the countdown clock for the opponent athlete is started to indicate the appropriate 20 or 30 second shooting period to shoot one arrow. The athletes of the match shall

continue to alternate their shots following the countdown clock visual signal until each athlete has shot the three arrows or the athlete is sure on the loss of the match. The losing athlete may then vacate the shooting line and congratulate the winner.

If the time runs out a sound signal shall indicate to the other athlete/team the start of the time period or the end of the end/set.

4.3.5. Individual Shoot-off (Rule Book 3 – 14.5.2.2.)

Individuals:

- A single arrow shoot-off for score in indoor and outdoor.
- If the score is the same the arrow closest to the center of the target face shall resolve the tie and if the distance is the same, successive single arrow shoot-offs, until the tie is resolved
- If both athletes miss the scoring area of the target, both athletes will shoot an additional arrow.

4.3.6. Team Shoot-off (Rule Book 3 – 14.5.2.3.)

- A three-arrow (two-arrow for Mixed Team) shoot-off for score, a single arrow by each team member.
- If the score is tied, the team with the arrow closest to the center shall win.
- If still tied the second arrow (or third) closest to the center shall determine the winner.

4.3.7. No equipment failure or medical problems (Rule Book 3 – 12.2.3.)

At world ranking events or international multi sport events no extra time shall be allowed for equipment failure or the treatment of medical problems, but the athlete concerned may leave the shooting line to resolve the issue and return to shoot any remaining arrow(s) if the time limit permits. In the Team Event other member(s) of the team may shoot in the meantime.

4.4. Accreditation Cards Rules (Rule Book 2 – 3.8. Accreditation)

- 3.8.1.1. Proof of accreditation shall be always carried on the competition area and shall be shown on request of appropriate officials.
- 3.8.1.2. Only holders of appropriate accreditation shall be allowed onto the relevant parts of the competition area.

Accreditation Card

- Athletes and team officials, registered in WAREOS, will be issued an accreditation and lanyard. Please ensure all details are correctly entered in WAREOS.
- Accreditation will consist of, a photograph, full name, role, category/bow discipline, country of representation, individual World Archery ID code and access privileges.

- There is a QR code on all accreditations that will be scanned to enter and exit the competition areas.

5. Logistic Aspects (OC)

5.1. Transportation : Venue, airport, etc.

- Daily transportation information and schedule will be published competition web page, official hotels, and venue information boards.
- The Team's arrival and departure information's will be published on official hotel information board.

5.2. Meals, during practice, qualification rounds, finals...

- All the meals will be served at official hotels
- The mealtimes will be arranged according to the schedule:
 - Breakfast : 06.30 -10:00
 - Lunch : 11:30 – 14.00
 - Dinner : 19.00 - 1:00

**The mealtimes can be arranged slightly according to the competition schedule.*

6. Protocol and Ceremonies (OC)

6.1. Medal Ceremonies and Mixed Zones

- All athletes involved in the ceremonies are requested to go to the gathering point by the athletes' entrance to the main FoP, equipment can be stored in the staging area until the end of the corresponding victory ceremony.
- Bronze medal winners are requested to be present at the finals venue gathering point of the Award Ceremony, 10 minutes before the ceremonies are due to start.
- Medal ceremonies will be conducted immediately after the conclusion of each gold medal match of each category during the days of the finals (please check the competition schedule).
- Interviews will take place at the Mixed Zone and athletes will be requested to pass through the mixed zone to speak with the media.

7. Medical Related Issues (Medical Representative)

7.1. Medical Services and Emergencies

- First Aid services and Ambulance will be available from 04. May at the venues
- In case of emergencies in official hotel, please contact to reception desk at the hotel

The closest and the official hospital of the event is the Universitaetsklinikum Essen, Hufelandstr. 55, 45147 Essen, +49 201 - 7230

8. Clean Sport (Medical Representative)

8.1. Anti-Doping Control

- Anti-Doping control will follow World Archery rules.
- Athletes should bring their passports and/or accreditation cards to the anti-doping control station if selected for test.

8.2. Alcohol Test

Athletes and officials should also be available for random alcohol testing during the competition, following World Archery rules.

9. Other Matters (TD)

- Accreditation cards must be always in your person in the practice and competition areas.
- Only athletes scheduled to compete at certain stages of the event are permitted on the Field of Play, together with one coach/official.

Internet Access and Additional Hotel Charges

- Internet access will be free of charge in the rooms and lobby of official hotels.
- All other expenses including laundry and minibar, etc. will be covered by the participants.

10. Questions from Team Managers

11. Closure (TD)

Closure

Appeal form :



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.