

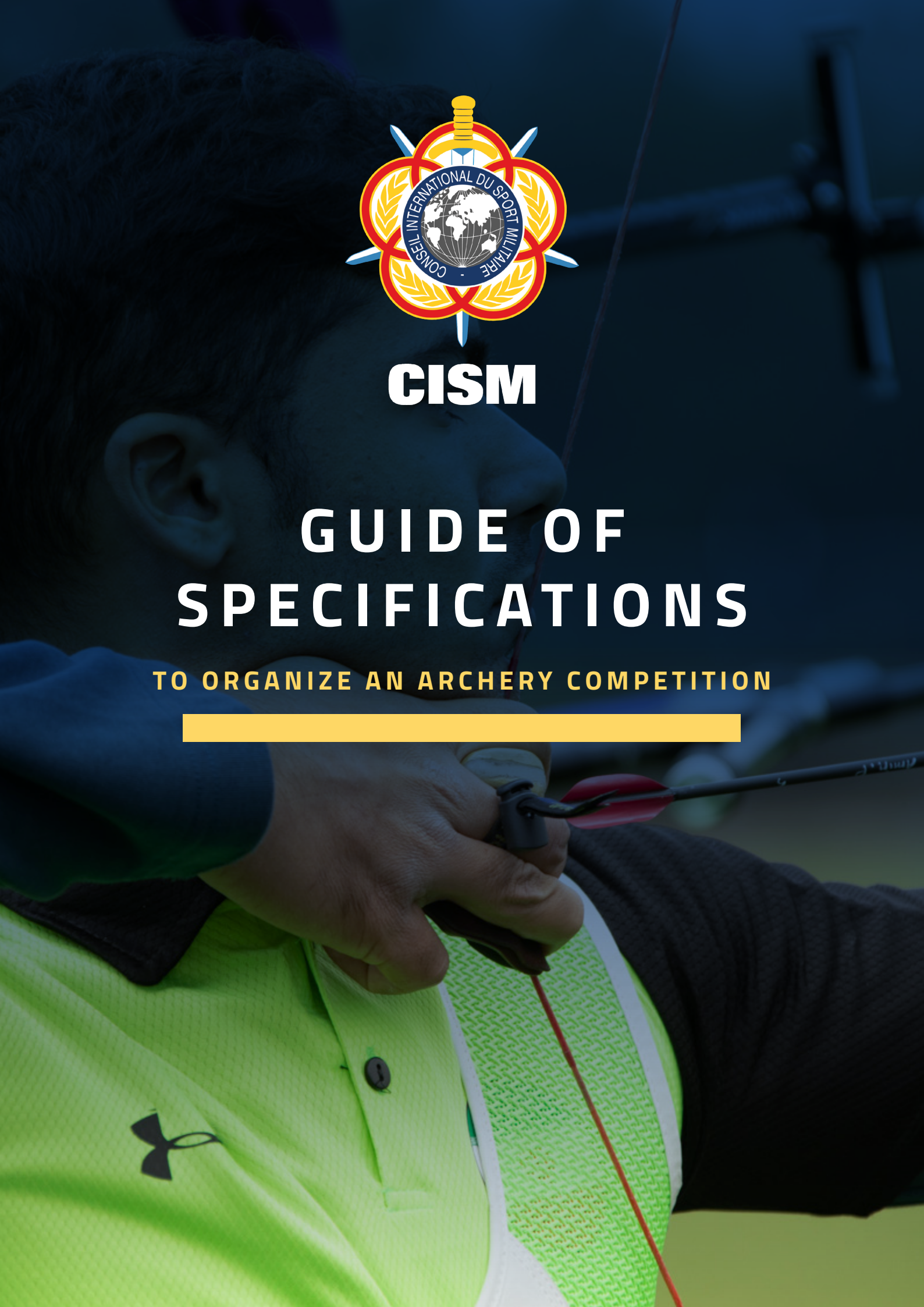


**CISM**

# GUIDE OF SPECIFICATIONS

TO ORGANIZE AN ARCHERY COMPETITION

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# COMMON RULES



# 1. ROLE OF THE ORGANIZER

## A - COMPLY WITH THE SPECIFICATIONS

The organizer undertakes to respect all the federal guidelines and instructions in this book.

charges and thus to guarantee the best conditions for the running of the Championships.

## B - ENSURING THE QUALITY OF THE CHAMPIONSHIP

The priority role of the head of the organization is the coordination and management of all the actors of this organization.

The duties of this manager are:

### *DURING THE PREPARATION PHASE :*

- Build a team for the organization of this competition
- Distribute tasks and monitor the preparation and implementation of the competition
- Ensure relations with the technical delegate of the national federation (see the MOU signed by CISM).
- Ensuring the financial balance of the competition

### *DURING THE IMPLEMENTATION PHASE :*

- Supervise the competition so that the best possible image is given (archers and spectators)
- Permanently ensuring the comfort of archers and referees
- Guarantee the quality and compliance of partner advertising
- Welcoming and supporting personalities
- Be in contact with the PCSC or a member of its commission and, if necessary, act according to the decisions rendered by the jury of appeal
- Organize and lead the medal ceremony. He will ensure compliance with the protocol and of the award ceremony.

### *AFTER THE COMPETITION*

- Take stock of the organization
- Ensure the dissemination of the balance sheet and the results
- Ensure the dissemination of thanks.

# 2. ADMINISTRATIVE PREPARATION FOR THE COMPETITION

## A - PROGRAM

The organizer must communicate internally to the archers and externally to the partners and must communicate to the CISM delegations that will be invited.

institutional. He must carry out a program. These documents must be produced and sent to CISM according to the deadlines in force, but as this is a regional event, the Invitation File does not need to be sent to CISM HQ.

The PCSC could help you to formalize the invitation file in function of the nature of your event.

In this program should appear:

- Type of CHAMPIONSHIP ;
- Date(s) and place(s) of the competition;
- Address of the competition site and access plan;
- The contacts of the various organizers (address, tel., fax, e-mail);
- details on meals: trays, hot meals, (taken in the field or indoors);
- Program and times of the competition (to be discussed with the PCSC or a member of his commission);
- Following topics: accommodation conditions, regulations that will be used, deadlines for sending documents, uniforms and visa procedures.

The organizer can, if he wishes, complete the program with various statements from local or federal military and civil authorities, thanks, competition results previous etc.

## B - REGISTRATION

- Registrations are made with the person in charge of the organization with a form that identifies each category in accordance with CISM regulations.

- The list of participating archers will be transmitted by the country to the PCSC 10 days before the championship.

## C - DISTRIBUTION OF ARCHERS ON THE TARGETS

Placement of archers on targets:

# See specific rules

The score sheets can be prepared a few days in advance.

They can be provided by the Federal IT of the organizing country when it is present at the championship.





### 3. ORGANIZATION OF LAND AND PREMISES

The team in charge of the management of the competition and training grounds must ensure the installation, maintenance, evolutions during the competition and storage at the end of the test.

It must also ensure that the various spaces and premises are made available to the various competition players:

- A room or space for the IT score management team. It should be located at proximity to the shooting area and facilitate access to it for the members of this team. He will allow a good view of the firing point and the targets.
- A room for anti-doping controls. (1 table/3 chairs). Not mandatory for a regional event
- A first aid station.
- A room for the referees committee. This room may be used for the deliberations of the jury of appeal.

Fields to set up:

# See specific rules

Anticipation must be one of the basic rules of the field team which must:

- Ensure the comfort and safety of archers and referees (change of faces, control the state of the targets, maintenance of the cleanliness and order of the rest areas, etc.).
- Prepare and organize the different phases of the competition which will have to take place and follow each other within the time limits and under the conditions initially planned.
- When final stages are organised, the field team should prepare and promote the media coverage of the finals. To do this, it must allow the public to be close to the ground and to promote the follow-up of the match (see map of the finals in the appendix). It should promote access for media wishing to film the matches
- Tidying up: Tidying up may be gradual and begin before the end of shooting, provided that it does not interfere with the participants or delay the progress of the competition and the medal ceremony.

## 4. STEWARDSHIP SERVICE

### A - MEALS

# See specific rules

### B - DRINKS/SNACKS

The refreshment team must ensure the establishment of one or more light catering points throughout the duration of the competition, from official training until the end of the awards ceremony.

The refreshments can be hot and cold drink services, as well as light catering (sandwiches, pizzas, pastries, etc.) Make sure you have enough sandwiches to feed the shooters who have not taken a meal tray also to the speed of service and the quality of the products).

Alcoholic beverages must not be served to competitors (compliance with the regulations in force in relation to the fight against doping). You must inform the competitors by means of a poster, at each bar, of the extract from the law which specifies that the trace of alcohol in the blood is considered an act of doping.

### C - HUMAN NEEDS

Depending on the periods of competition or rest or during lunches, the need for personnel is variable. However, the organizer is asked to provide enough people to provide each stewardship service.

### D - MATERIAL NEEDS

A space or room for catering is to be provided, tables and chairs for catering must be provided in addition to those on the ground.

One or two barnums or bar to install the refreshments.

Finally, plan and list all the equipment necessary for the catering and refreshment areas to facilitate the preparation of the championship.

## 5. COMMUNICATION

The mission of this service will be to promote results and performance and to communicate in external to the public, partners and personalities.

### A - BEFORE THE COMPETITION

- He will contact the communication manager of your army to organize press relations, reception and the presence of partners.
- Create and distribute a press kit (if necessary).
- Announce the competition by poster, radio spot, etc.
- Invite the press, partners and personalities:
- political figures of the Municipality



- state sports personalities,
- sports personalities from the sports movement,
- archery sports personalities.

## **B - DURING THE COMPETITION**

- Welcome and accompany journalists, partners and personalities.
- Ensure the transmission of the results to the press room.
- Ensure the transmission of results to the commentator (if provided).
- Take care of the protocol of the award ceremony.

## **C - AFTER THE COMPETITION**

- Send results and comments externally, journalists and partners.
- Send thanks to everyone whose presence was important, and to everyone who provided support or assistance.

# **6. ANIMATION OF THE CHAMPIONSHIP**

A commentator can be provided on the competition.

## **A - BEFORE THE COMPETITION**

He must prepare sheets on the subjects to be discussed during the competition (what the public attends, evolution of the rankings, etc.).

B- During the competition

# See specific rules

During the medal ceremony, he animates and guarantees the smooth running of this ceremony planned by the organizer.



## **C - HUMAN NEEDS**

The need for staff is at least 2 people (the communication manager and the commentator) but it is preferable to add 1 or 2 more people to avoid being overwhelmed at times.

Note: If you call on a professional commentator, which is often a guarantee of quality, it is necessary to plan a budget but also the presence of an archery specialist to assist him and provide him with all the technical information he will need.

## **D - MATERIAL NEEDS**

A press room with telephone and fax (several lines) and a photocopier.

A powerful sound system to be heard by all archers and the public, with at least two HF microphones.

## **E - MUSIC STREAMING**

The broadcasting of music on the competition site is authorized outside the shooting phase.





## 7. THE REFEREES

The person responsible for the championship must be a referee from the national federation. It is traditional for him to arrive at the competition venue the day before official training, to supervise the facilities.

The organizer must send him, at least two months before the tournament, a program, the schedules and all useful information.

The other referees must be found in sufficient numbers where the competition takes place, in consultation with the organizer and the referee in charge of the tournament.

The organizing country can request the reinforcement of referees from the participating countries when it is posted on the CISM website

### A - COMPOSITION OF THE TECHNICAL COMMISSION (OR REFEREES)

# See specific rules

### B - SUPPORT

The Chairman of the Referees Committee may be covered (travel, accommodation, meals, evening) by the organizer. The organizer provides him with midday meals, on the field, from the day of his arrival to the last day of the competition inclusive.

### C - ORGANIZER RELATIONS

The referees have a duty to help the organizer so that the competition takes place in compliance with the regulations and schedules. Downstream of the competition, the close collaboration between the organizer and the president of the referees committee is a factor in the success of the event.

## 8. RECEPTION, REGISTRATION, RESULTS

### A - BEFORE THE COMPETITION

Plan the distribution of archers on the targets - Preparation of score sheets.

### B - DURING THE COMPETITION

On the day of the official training and the morning of the first day of

competition, as the competitors arrive, those in charge must:

- Control the registrations of archers: medical certificate in particular for archers participating in the title of para-archery.
- For team competitions, identify the coach
- Give the attribution of the targets. The distribution of the archers on the targets must be posted at the reception/registry and in other places where the archers can consult them easily.
- Distribute to each archer or his team captain: a program, a bib, a souvenir of the competition and, if provided for, meal tickets.
- Distribute under the control of the technical delegate the accreditations to the people authorized to enter the field.

If he wishes, each participant must be able to be informed at all times. The reception must remain open throughout the competition, it can however be transferred to a place other than the registry.

For example, on the place of score management, but the archers must be informed. (sign indicating the transfer of the reception displayed on the place of the registry of the 1st day).

### C - RESULTS

The organizer's results management manager must coordinate the entire chain starting from the collection of scores at the target, up to their display (scoreboard, paper, computer) during and after the competition. The missions of this sector manager, as the shooting progresses, are as follows:

#### *Before the shots*

- Install several display panels (at least 4) which must be distributed in this way:
  - 1 at the reception and 3 on the ground behind the waiting areas for shooting on the ground and in the assembly areas for course disciplines. They will mainly be used to display:
    - The program;
    - The distribution of archers on the targets;
    - Intermediate and final results;
    - The table of duels (if applicable).
- For the competition, set up a permanent system for collecting scores during the competition with the national system for recording scores if it exists.

#### *During the shots.*

The procedure for collecting the scores must make it possible to know the provisional classifications every 2 ends maximum (if possible).

Produce and disseminate the results, i.e.:

- Ensure the updating of scoreboards. The scoreboard shows at least the first 8 as well as the score of the cut (depending on the

number of archers, it must be defined). It must be visible to all archers and the public, and updated as soon as possible.

- Update the scores on the panels placed under the targets during matches and reset them at the end of each match.

The reset of these panels must be done just a few minutes before the next match, in fact, it is necessary to allow the necessary time for each archer and spectator to appreciate the result of the match.

- Provide rankings information to the commentator.

- Produce, broadcast and display intermediate results (during qualifications or finals).

- After the qualifying shots, the tie breakers and possibly the shootouts, and in agreement with the responsible referee: display the results of the qualifications and the table of duels as soon as possible..

#### *After the shots*

Produce, disseminate and display final results.

- As soon as possible display the results on the tables and panels reserved for this purpose

- Make paper results available: to the organization's communication manager, to journalists, to the CISM communication manager.

- A hard copy of the results must be given to the responsible referee.

- The organizer will not forget to help with the storage of the federal score entry system.

- Respect the protocol of medal ceremonies and the order in which the winners are read.

## 9. MEETING OF TEAM CAPTAINS



For championships with team events:

A meeting is organized for:

- Inform the team captains of the progress of the phases involving the teams

- Give a brief reminder of the regulations inherent in these phases

- Collect requests from team captains based on specific conditions that have arisen during the championship, and, if necessary, make the most appropriate decisions, in compliance with the regulations.

This meeting must be included in the official program of the championship.

It is managed by the technical delegate of the championship. Its agenda is set in collaboration with the President of the technical commission.

Attending this meeting:

- The technical delegate

- The PCSC or a member of the sports commission and the referees available

- The President of the Jury of Appeal

- The captains of the teams represented

- The head of the organization

"The regional championship may consist of:

- individual men's-women's / able-bodied-injured championships

- the men's team championship

- the women's team championship

- of the mixed able-bodied/injured team championship  
the categories are to be defined between the organizing country and the PCSC since the rules of a world championship are not mandatory for a regional event.



# **SPECIFICS RULES**



# ADMINISTRATIVE PREPARATION FOR THE COMPETITION

Placement of archers on targets

From time to time, as part of the preparation for an international championship and at the request of the national coaches at the time of registration, the selected athletes will be placed on targets very close to each other. Several of the archers selected but from a different country may shoot at the same target.

1) The registry is under the responsibility of the federal IT team which will transmit all the information to the organizer, in particular for the production of the bibs.

## ORGANIZATION OF LAND AND PREMISES

### A - SETTING UP

The competition site includes:

- The competition field
- The training ground
- A field for the organization of individual finals.
- The public area(s)
- The relaxation areas (refreshment bar, exhibition stands, etc.)

The setting up of the competition and training grounds must be completed by 4 p.m. on the day preceding the competition.

The technical committee must be able to check its final installation, at the latest 3 hours before the start of official training. Competition and training grounds must comply with FITA regulatory standards.

The shooting director's platform must be raised and covered against the weather. Its dimensions are approximately 4m x 4m. It must be placed in the center of the field or at one end close to the line of fire. The shooting director must have a clear view of the entire line of fire.

The ground must be laid out with all the equipment mentioned at the bottom of this paragraph and in the appendix.



### B - SECURITY

Competition and training grounds must be safe for archers and the public.

The competition and training grounds must be totally enclosed, making it impossible for the public to access or pass through. Spaces reserved for competitors and spaces accessible to the public must be perfectly delimited.

Access to the fields must be regulated and controlled, they must always be behind the firing point.

Safety spaces or protection systems (guards, mounds of earth, nets, etc.), inside the enclosed space reserved for archers, must be provided on each side of the fields in the direction of the shot and behind targets placed on the terrain. These spaces or systems must guarantee the impossibility of crossing the arrows outside the enclosures of the grounds.

Targets must be firmly fixed to the ground. They will be able to withstand rain and strong gusts of wind. They will be of good quality and should allow the arrows to stick in them without being damaged.

The shelters of the archers installed on the waiting areas must be firmly fixed to the ground. They must provide shelter for all archers and referees in the event of rain and withstand strong gusts of wind.

All the lines delimiting the shooting and waiting areas must be consistent and perfectly visible to the archers.

If temporary stands are installed, they must imperatively have, before the start of the competition, the favorable opinion of the safety commission.

The archers' preparation area must be well identified, inside the field or outside in a perfectly secure area. You must avoid the circulation of archers as much as possible with their bow in public areas.

Smoking is prohibited on the competition and training grounds, and throughout the sports arena.



## C - TECHNICAL STANDARDS

The organizer must be able to install a minimum number of targets for the finals in order to allow women and men to shoot at the same time.

For the ease of the archers and the smooth running of the competition, it is advisable to have the archers shoot in a single wave of three shooters per target - ABC rhythm.

The optimal court width should be 145 meters for an ABC rhythm with 5 meter lanes.

The minimum width of the pitch is 120 meters (AB/CD rhythm with 4 meter corridors - not recommended by the PCSC).

Several lots may be used, provided they are contiguous and oriented in the same direction.

During the eliminatory and final phases, the width of the shooting range must allow the establishment of an oriented training area like that of the competition.

The length of the field, the layout of the targets and all the regulatory measures related to the organization of an Olympic Shooting are defined according to the regulations in force. They must be respected by the organizer.

## HUMAN NEEDS

These data are indicative and depend on the number of participating archers.

Depending on the installation, maintenance and storage periods, the need for staff varies. However, the organizer is requested to permanently provide 15 to 20 people to maintain the field and support the IT team.

## MATERIAL NEEDS

- On the shooting range :
  - Targets and easels, with target number and firing point number
  - Flags : 1 on the target and 1 per referee
  - Line tracing equipment and supplies
  - 122cm faces for recurve – 80cm faces (6 zones) for compound
  - 2 down counters = digital clocks (or 4 if 2 pitches) + replacement system in the event of a breakdown.

- Plates supports of the sheets of marks with a protection against the rain.

- Mark sheets.

- Target scorers for matches

- 2 tables and 4 chairs on the shooting director's platform.

- Behind the firing point :

- Chairs and tables for archers and referees.

- Weather protection (tent, shelter, etc. 1 per target - 1 umbrella per referee).

- Barriers (or fixed system on the ground) delimiting the spaces reserved for archers and the public.

- Sanitary facilities – provide at least 8 toilets: 4 for men and 4 for women.

- Stands for spectators.

- Results :

- A sound system and walkie-talkies (organizer - IT - pitch - referees).

- Two podiums to welcome the medalists.

## STEWARDSHIP

The stewardship service must provide catering for participants and visitors from the beginning to the end of the competition.

### A - MEALS

The organizer must be able to offer meals for lunches, either with meal trays, or with self-service hot meals, or even with light catering at the refreshment bar (sandwiches, pizzas, pastries, etc.) . Delivery must be fast because many shooters feed at the same time and do not want to waste time. There must be at least two accesses to the catering in the case of self-service.

The efficiency and quality of stewardship is often assessed by archers by the speed of service and the quantity/quality of meals.

### B - SNACK BAR

This team must ensure the establishment of one or more light catering points (refreshments) throughout the duration of the competition, from the start of official training until the end of the awards ceremony.

### C - RECEPTION AFTER THE AWARD CEREMONY

For the sake of conviviality, it is necessary to offer some refreshments and treats to the archers present at the end of

the competition. The table must be ready as soon as the ceremony of rewards completed.

#### Animation

A commentator must be provided on the competition. He will be in collaboration with the communication manager who will have to inform him of the content of the announcements throughout the competition. His role with regard to partners is essential.

### A - BEFORE THE COMPETITION

He must prepare sheets on the subjects to be covered during the competition (results of years previous ones, the last championships, national rankings, list of participants, etc.)

### B - DURING THE COMPETITION

The commentator must animate the competition. He will receive information (by walkietalkie) on the progress of the results from the score and ranking management team but also general information (partner announcements, advertisements, etc.) from the organization's communication manager.

He must have at his disposal a telescope of very good quality in order to identify the result arrow by arrow of the archers.

### C - AFTER THE COMPETITION

During the medal ceremony, he animates and guarantees the smooth running of this ceremony planned by the organizer.

Note: If you call on a professional commentator, which is often a guarantee of quality, it is necessary to plan a budget but also the presence of an archery specialist to assist him and provide him with all the technical information he will need.

## THE REFEREES

The number of referees will depend on the number of archers.

### A- THE REFEREES COMMITTEE IS MADE UP OF THE FOLLOWING PEOPLE:

The shooting director must be installed on a raised platform, sheltered from bad weather, with 1 large table, 3 chairs and a microphone (HF or fixed) for technical announcements.

For the qualifying phases, this platform should preferably be placed at one end of the field, so that the shooting director can see the entire shooting line without hindrance.



With the same characteristics, this platform can also be placed in the center of the field.

For the eliminatory and final phases, the director must be able to be placed behind the competitors, towards the center of the field or behind the place where the finals will take place.



## ORGANIZERS

Championship dates:

Venue :

Responsible for the organization general

Phone :

Cellphone :

Fax :

E-mail :

Responsible for the organization administration

Phone :

Cellphone :

Fax :

E-mail :

Responsible for land

Phone :

Cellphone :

Fax :

E-mail :

Responsible for communication

Phone :

Cellphone :

Fax :

E-mail :

Responsible for stewardship

Phone :

Cellphone :

Fax :

E-mail :

Responsible for protocol

Phone :

Cellphone :

Fax :

E-mail :

The organization's partners:

## MATERIALS NEEDED

Some numbers figures are given as an indication and depend on the number of archers

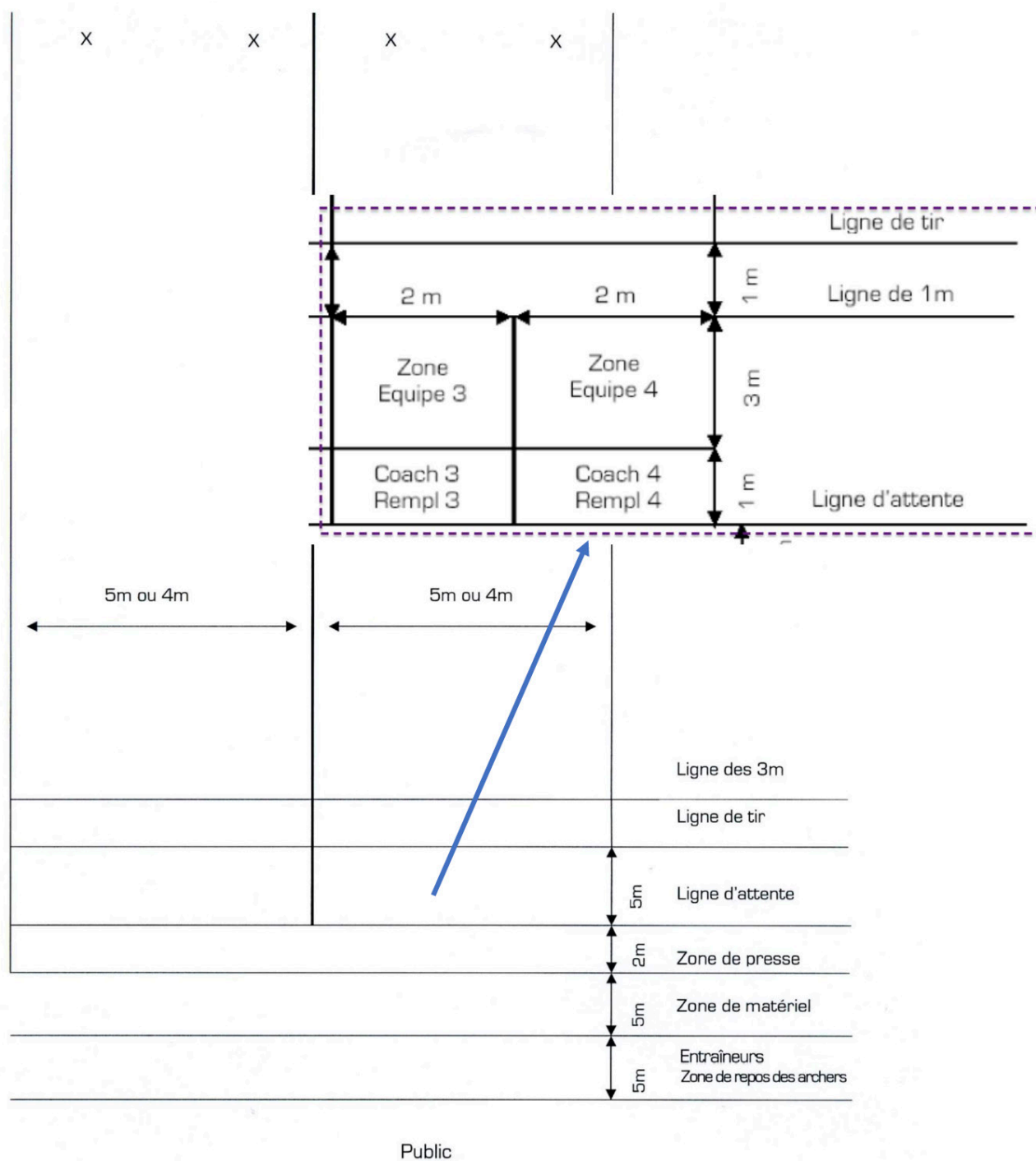
- 50 minimum Easels 6 reserve
- 50 minimum Targets 20 reserve
- 55 Flags (targets)
- 2 x 50 target numbers (shooting pads and targets)
- Equipment and supplies for tracing lines
- 300 (122) + 150(80)
- Crests 122 cm + staplers / staples / nails
- 2 Fire replacement systems 4 if two firing spaces
- 1 Platform for the shooting director 2 if two shooting spaces
- 2 traffic lights 4 if two firing spaces
- 2 Down counters (digital clocks)
- 3 or 4 Scoreboards
- 4 Info Panels
- 150 brand plates
- Mark sheets
- Programs
- Posters
- Souvenirs 1 per archer / referee / etc.
- 300 Chairs
- 35 Tables (6 people)
- 1 sound system with at least 2 HF microphones
- 1 or 2 spaces for refreshments
- 8 walkie-talkies

## SPACE EQUIPMENT

- Jury of appeal room / arbitrators 18 chairs and 3 tables
- Local anti-doping control (not mandatory) 3 chairs and 1 table
- Waiting room + interview room
- Bathroom
- Administration room / reception / registry 10 chairs and 5 tables, 1 copier + paper, 1 Computer with printer, Outlets
- Dining room 150 people, All the equipment necessary for the catering service, sufficient number of chairs and tables,
- Refreshments, All the equipment necessary for the catering service, 6 chairs and tables required depending on configuration.
- Score management Internet connection (preferably WIFI)
- Direction of shots, 4 chairs and 2 tables, Light controls, Power sockets (depending on light control system)
- Help station



# FIELD LAYOUT FOR INDIVIDUAL AND TEAM SHOOTING



**CISM Secretary General :**

Navy Captain Roberto RECCHIA (ITA)

**President of CISM Archery Committee :**

Lieutenant-Colonel Eric GEOFFROY (FRA)

**Members:**

Major Amir YEGANEH (IRI)

**CISM Sports Director :**

Lieutenant-Colonel Jan VAN DEN DOOL (NED)

**CISM Media and Communication Director :**

Mr. David VANDENPLAS (BEL)

**Layout and Design of the Regulations :**

Mr. Maxime MORLET (BEL), CISM Media and Communication Assistant