



Policies and Procedures  
Athletes, Officials and Team  
Management

Version 2.0 / 19 juillet 2023

## Introduction

The purpose of this document is to define event flows and field access. National teams are growing with increasing numbers of support personnel that require clear guidelines outlining access privileges in competition, particularly who and when can access the field of play. This document also defines the price list applicable at the event.

## Version

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## 1. Definitions

Athlete	Event participant with access to competition and practice areas. Access to competition area is temporarily restricted when the athlete is not actively participating in the competition session in progress.
Coach	Person responsible for assisting athletes from the waiting area with a qualification, which is recognised by their national federation, in coaching or team management.
Team manager	Person responsible for the on-site coordination of the team, including the behaviour of all athletes and officials, and the official representation of the member association at the event, on the field of play or the venue (this person is not necessarily a coach). He has been given a mandate by his federation to sign for any event matters on behalf of the member association.
Medical	a medical doctor who has a medical certification and who can only act on people of his own team, if he is so authorised to do so.
Other athlete support staff (Physiotherapist, Sport Psychologist, Nutritionist, Biomechanical researcher, ...)	
Other National Federation officials (President, Secretary General, Technical Director, translators...)	
Other World Archery Officials and staff	

## 1.1 Accreditation access rights

The definition for the purpose of this document is the area where the archers are shooting their competition, and which is controlled by an accreditation check. This includes the waiting area and the rest area.

For instance, there is a clear difference in terms of the access of a coach that is actively coaching an athlete and a physiotherapist or sport psychologist. Teams must manage themselves and at no moment will World Archery advantage teams over others. Especially small teams with as good as no officials should not be disadvantaged on the actual field of play. When we define field of play, we also need to be clear which area we consider. For instance, it is not the same on what is the waiting area where coaches would typically spot the arrows and the tent area where other necessary officials could have access when required (for instance team manager or medical staff in case of emergency).

In terms of the actual management of the team numbers, this is first of all the role of the team itself. In case there are issues he will be the first person contacted to resolve them or also suffer the consequences of misbehaviour of their athletes or officials.

On the active part of the field of play the current rule states that there is maximum 1 coach per athlete.

In consultation with the medical committee, it is quite clear that unless in case of medical emergency, there is absolutely NO NEED for any medical staff to have access to the field of play. Depending on the configuration you can argue that they have access to the rest area but in future specific areas should be made available where medical staff and other athlete support staff (such as physiotherapists, chiropractors, ...) can assist the athletes. These areas should provide a minimum privacy and should not just be in an open tent or other open area but close to the access gates of the field of play.

Access for the team manager; team manager has access to the field of play as long as any athlete of his team is competing or has finished competing in the 15 minutes preceding the time, so he can take care of any official business for his team such as:

- Making sure that his team members are only on the field of play when necessary
- Give information to his team
- File an intention of appeal or appeal if necessary
- Communication with the judges, LOC or World Archery
- Get emergency assistance for his team members

ONLY Team officials that are in proper uniform (meaning clearly identifiable as belonging to the athletes shooting at that time and in the same colour schemes) can be in the controlled area.

Position from	Registration in	Access during events	Accreditation fee
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Definition section	WAREOS		
<b>Athlete</b>	Athlete	1-2	500 CHF
<b>Coach</b>	Coach	1-2	250 CHF
<b>Team Manager<sup>1</sup></b>	Team Manager	1-2	180 CHF
<b>Medical</b>	Medical <sup>2</sup>	1-2*	180 CHF
<b>Other Athlete support staff</b>	Guest	8	750 CHF
<b>Other national federation officials</b>	Guest	8	500 CHF
	VIP Guest	6-8	750 CHF
<b>Other World Archery officials and staff</b>	At World Archery discretion	At World Archery discretion	

## 1.2 Zones

Zone	Definition
<b>0</b>	All zones accessible
<b>1</b>	Competition Field
<b>2</b>	Practice field
<b>3</b>	Operational and administration area
<b>4</b>	Press areas

<sup>1</sup> Maximum 2 team managers per country.

<sup>2</sup> Member Association shall control that all medical personnel registered at the event have a current, valid, medical certification and shall be presented to World Archery upon request. A list of medical personnel will be added to the team manager booklet, indicating medical specialties, in case of emergency.

<b>5</b>	Television area
<b>6</b>	VIP Areas
<b>7</b>	World Archery areas
<b>8</b>	General public access

### 1.3 Other fees applicable at events

These fees come in addition to fees mentioned in the section 1.1 of this document.

<b>Item</b>	<b>Fee</b>	<b>Collected by</b>
<b>Fee for non-official hotel stays</b>	100 CHF / day of competition / individual	LOC
<b>Penalty for late entries</b>	200 CHF	LOC
<b>Penalty for not filling preliminary entries</b>	150 CHF	LOC
<b>Variation between preliminary and final entries<sup>3</sup></b>	$<2 = 0$ CHF $>2^4 = 150$ CHF per extra individual	LOC
<b>Accreditation / Classification card reprint</b>	50 CHF	World Archery
<b>Upgrade card</b>	50 CHF	World Archery
<b>Corrections on final team list at event</b>	50 CHF per change	World Archery

<sup>3</sup> The count does not include individual registered as “Guest”

<sup>4</sup> For World Archery Youth Championships and World Archery Para Championships, the reference number shall be 4.

<b>International License<sup>5</sup></b>	100 CHF	World Archery
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## 2. Use of upgrade cards

Teams can purchase upgrade cards which are non-transferable and for one event only. These upgrade cards do not provide additional number of officials on the field. In case of misuse they will be invalidated, and further action could be taken.

For an upgrade card to be issued, an Accreditation Upgrade Form needs to be completed and signed by the Team Manager, President, or Secretary General of the Member Association of the athlete/team to be coached. This form can be completed in advance by completing the form included in the team manager booklet or available at the World Archery office at the venue.

Upgrade cards will not be available for teams who already reach the maximum number of officials allowed according to World Archery rule (Book 2, Chapter 3, Article 3.7.3.3.) or to individuals registered as guests. Remember, as stated in the World Archery rules, only 1 accredited team official per athlete is allowed with a maximum of 4 officials if a team has more than 4 athletes competing on the field of play.

## 3. Access to VIP areas for team officials

In principle there is no access for team officials to VIP areas unless they have a specific VIP accreditation. The following people have automatic access to VIP zones:

- World Archery Executive Board Members & Senior World Archery staff
- LOC Board & Senior Staff
- World Archery Permanent Committee members (on condition that they are not accredited as team official for the event)
- A maximum of two representatives of future organisers of World Archery events (World Cup stages, World Cup Final, World Championships)
- The President and Secretary General of the host nation if they are not part of the LOC
- Sponsor guests
- Guests of World Archery and the LOC based on an agreed list by the LOC and World Archery
- Jury members if no other place is available for them to be close to the field of play

The LOC might offer additional access for the VIP area at cost for national federation officials. The cost will be communicated upon arrival at the event.

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<sup>5</sup> Per individual, per calendar year.

## 4. Consequences of not respecting access to controlled areas

Any accredited person that is not respecting the access to the controlled areas will be verbally warned and asked to leave the zone, a verbal warning may come from any officials accredited at the event (World Archery staff, World Archery judges, appointed judges, ...) or volunteers/security staff from the organizing committee. There shall be no more than one warning per country per event. A second warning will result in the consequences describe in the following paragraph.

Failure to do so will result in loss of accreditation for the day, the event or in suspension for all the officials of the team concerned, and fines for the member association concerned. The decision for the removal of the accreditation lies with the World Archery Secretary General or in his absence the head of events. For consequences beyond the event, the matter will be sent to the Board of Justice & Ethics.

The fines shall apply following the table below:

- First and Verbal warning: no fine
- Second warning: Suspension for one day and 300 CHF fine
- Third warning: Suspension for the remainder of the week and 1'000 CHF fine

Fines of second and third warning are cumulative.