



World ranking event requirements

09 December 2020

1. Introduction

This document outlines the obligations, expectations and deliverables that an archery event must achieve to receive world ranking status. This version of the *World Ranking Event Requirements* replaces the edition published on 1 September 2020 and is effective from 1 April 2021.

Event organisers are expected to deliver a world ranking event independently. World Archery's obligations include limited remote support, but additional services may be purchased.

Organisers are asked to carefully respect the requirements listed in this document. A report following completion of the event is required.

2. Requirements

2.1 Application

To validate the world ranking status of the event, the organiser must:

- Pay a staging fee of 1500 CHF (one thousand five hundred swiss francs) to World Archery.
 - The staging fee is due upon registration of the event. In case the event loses its world ranking status, the staging fee will not be reimbursed.
- Receive registrations from athletes representing a minimum of four member associations and at least that number must participate in the event.
- Conduct a minimum of three anti-doping tests during the event in coordination with International Testing Agency, who will be responsible for results management. The event organiser is responsible for payment of both sample collection and analysis.
- Apply the latest version of *World Archery Rulebook* as published on World Archery website.

2.2 Results and technology

To validate the world ranking status of the event, the organiser must:

- Use WAREOS to manage registration of athletes and officials. OpenWAREOS for individual registration outside of national team will also be available upon request from the organiser.
- Comply with ORIS: Olympic Results and Information Services, Olympic results standards.
- Collect the value of each individual arrow electronically.
- Provide a live data feed to World Archery.
- Provide a complete data set to World Archery within 24 hours of the completion of the event.
- Have an internet connection of a minimum 5 Mb/s (upload and download) dedicated to results.

Event will have both electronic scoring and scorecards. Tablets distribution shall be self-service, and the organiser must make wipes or a disinfectant available to athletes when collecting the devices. Scorecards and tablets will be returned to the results area by the athletes.

World Archery staff can be requested to assist in results delivery on-site at extra cost (Appendix 3).

2.3 Event

To validate the world ranking status of the event, the organiser must:

- Use foam targets only.
- Use target faces produced by manufacturers with a current license from World Archery.
- Run the recurve men's, recurve women's, compound men's and compound women's individual gold medal matches in an arena.

- Using a dedicated competition area with space for:
 - Branding.
 - Broadcast equipment and staff.
 - Photographers.
 - Interviews (mixed zone).
- Separate from all other competition activities.
- Using alternate shooting format.
- Providing a floor manager to coordinate with any production crew on a seamless, timely and professional entry and exit of athletes, coaches and judges from the finals arena.

2.4 Press operations

To validate the world ranking status of the event, the organiser must:

- Provide a minimum of 50 high-resolution professional photographs per day
- Provide quota from key athletes per day.

These must be delivered within 1 hour of the end of the day's competition programme and include when applicable: top qualifiers, finalists, medallists. Additional content, including stories, optional.

The event must accommodate external press if any attend. This includes providing a workspace with dedicated power and internet line, access to results and event information, and a dedicated point of contact, who will be responsible for:

- Ensuring the behaviour and safety of external press on the field of play.
- Arranging interviews in mixed zones.
- Identifying dedicated areas for photographers.

2.5 Broadcast

To validate the world ranking status of the event, the organiser must:

- Provide a live feed of the arena gold medal matches (four, lasting approximately one hour) to World Archery that complies with a minimum standard (Appendix 2) including:
 - Full camera mix (minimum four cameras).
 - Full ambient audio mix (minimum three microphones).
 - Interviews with winners.
 - No scoring graphics.
 - No embedded commentary.
 - Following the latest rundown provided by World Archery.
 - Delivered by RTMP in 1080i high definition.

Event organisers must organise the broadcast provision and provide power, staging and weather covering, if required. Support in organising the production and resources are available from World Archery, but the cost of the production is the responsibility of the organiser.

World Archery retains all rights to the feed received. This standard is negotiable.

2.6 Branding

To validate the world ranking status of the event, the organiser must:

- Give the event an official name and an official logo.
- Brand the arena for the finals to ensure the camera images look clean and tidy.

- The shooting area should be enclosed by four barriers in a U-shape format. See [Appendix 4.1](#).
- Finals field of play – Utilise three pieces of branding – target foot (Appendix 4 - Element A), target tower (Appendix 4 - Element B), archer background (Appendix 4 - Element C)
- Submit a branding plan to World Archery.

3. World Archery obligations

To support the successful organisation of the world ranking event, World Archery will:

- Remotely set-up the results management, including event schedule, field of play layout, statistics and records management.
- Remotely provide assistance with WAREOS.
- Promote the event, including with inclusion in the World Archery calendar.
- Remotely provide assistance in setting up the production.
- Distribute video, news and photography from the event to press and television stations and via World Archery’s own platforms

4. Event evaluation

Cells in grey are completed by World Archery. The organiser is responsible for completing the cells in white with the necessary evidence that proves the requirement was met.

Area		Requirements	Comments
Application	Staging Fee	1'500 CHF	
	Minimum participation	4 countries	
Results / Technology	Registration System	WAREOS or OpenWAREOS	
	Internet access	5 Mb/s (up and down)	
	ORIS	Yes	
	Arrow values	Yes	
	Send results within 24 hours	Yes	
	Live data feed to WA	Yes	
	Photography	Images provided daily	

Press operations	News service	Quotes provided daily	
	Outside press	Note details if any given prior approval and attended	
Broadcast	Coordination	Broadcast organised to specification	
	Feed	Delivered via RTMP in 1080i HD	
	Production	Minimum four-camera, ambient sound and no graphics	
	Content	Rundown followed, including interviews	
Event	Target Matt	Foam Targets	
	Target Faces	Licensed manufacturer	
	Individual staged gold medal match	Yes	
	Audio System	Light	
	Sport presentation	Floor manager to coordinate against broadcast rundown	
Branding	Target branding		
	Shooting branding Area		

Appendix 1

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



World Health
Organization

Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



Throw tissue into closed bin
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



Appendix 2

Broadcast spec – world ranking events

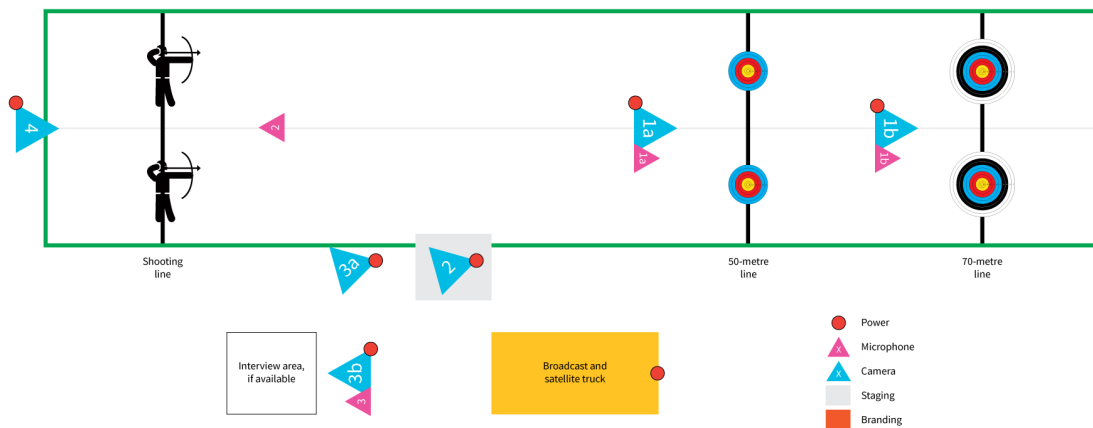
World Archery 2020

This document defines the standard for a basic four-camera set-up, technical requirements and infrastructure for a World Ranking event held from 2020. Due to the varied nature of archery venues and providers, these requirements may be adjusted.

Detailed event-specific plans can be provided if detailed venue plans are delivered in advance.

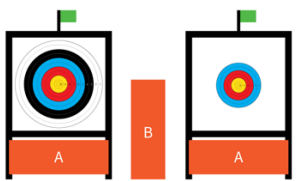
1. Camera and audio plan

OB/satellite truck should be able to access field and park close (not further than 40 metres) from the right side of the field of play.



2. Camera spec

All standard broadcast-style cabled using fibre to truck.

Cam	Name	Example visual	Deployment technical	and	Role
1	Target		<p>Low (sub 80cm) between targets, 5-8 metres in front. 22x lens.</p> <p>Deployment 1a is at 50 metres, deployment 1b is at 70 metres (moves mid-way during session).</p>		<p>Capture arrows hitting target and can be used to show process of scoring.</p>

2	Face		<p>Downrange looking back at archers, 20-25 metres in front and 5 metres clear of right archer. 86x lens if available.</p> <p>Requires 2x2-metre 50cm camera platform.</p>	<p>Primary camera during shooting, usually showing upper half of archer's body. (But zooming closer as match progresses to build tension). Switches to next archer as soon as arrow is released.</p>
3a	Wide	 <p>(or two shot)</p>	<p>Downrange, looking back at archers, 15-20 metres in front and 5 metres clear of right archer. 22x lens.</p> <p>Deployment 3b as interview camera, possible move of location.</p>	<p>Primary reaction camera, usually showing a wide upper half of archer's body. Remains on archer that shot for reaction after target switch. Also used to show wides of both archers and venue during early phases of match and used as primary interview camera.</p>
3b	ITW			
4	Rear		<p>Behind archers looking back down shooting range. 22x lens.</p>	<p>Primary camera for introductions, winner reactions and perspective to target. Can be used to diversify shots of archer shooting.</p>

3. Audio spec

Audio output is a simple ambient mix. Additional available microphones can be used (in order of preference): double up mic 3, double up mic 1, add ambient for any audience area.

Mic	Name	Deployment and technical	Role
1	Target	Ambient with wind cover.	Collect impact noise of arrow hitting target and ambient sound of scoring procedure.
2	ITW	Interview microphone.	Voice for interview.

3	Archer	Ambient with wind cover.	Collect release noise of arrow leaving bow and ambient sound of archers.
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Outputs if using two-channel audio distribution.

Channel	Content
A1	Ambient mix / Interview
A2	

4. Power requirements

Provided per event. Possibility for power requirement at OB van and each camera position.

5. Event schedule

Events are required to last one or two days.

Day	AM	PM	EVE
Fri	(Event?)	(Event?)	
Sat	(Event)	(Event)	
Sun	RIG	LIVE (1.5 hours)	DE-RIG

6. Staff

Minimal on-site staff preferred. Cameramen to double-up as riggers.

- **1 x Producer** – ensure delivery to specification and rundown.
- **1 x Director** – mix cameras.
- **3 x Camera operators** – cameras 2 to 4 and rig.
- **1 x Engineer-in-charge** – manage rig, de-rig and distribution.

7. Rundown

Latest rundown available from World Archery.

Appendix 3

The LOC may require the assistance from World Archery personnel on-site. In this case, please contact World Archery events department to confirm your needs and receive a complete tailored offer.

Use of World Archery services for event organisers

World Archery is the international governing body for the sport of archery. Its mission is to promote and regulate archery worldwide, developing the sport with over 160 member associations through international events, development initiatives and marketing and endorsed by the International Olympic Committee, International Paralympic Committee and International World Games Association, among others.

World Archery can also act as a consultant for other events and help the organisation in different areas such as:

- Technical advices
- General Organisation
- Planning
- Results
- Etc.

Consulting conditions

Agenda

Any visit of a World Archery staff member should be in accordance with the World Archery agenda and obligations and approved by the Secretary General.

Transport

The most cost-effective way of travel should be used unless this makes travel time unreasonable. World Archery or the event organiser can book flights or rent a car, with the agreement of both parties.

All traveling costs should be paid as follow:

- Public transportation (bus, tramways, train, taxi, etc.) are reimbursed on the effective cost base.
- Air travel costs are reimbursed on effective cost base, economy class (unless otherwise agreed), including excess baggage if necessary.
- If the use of a vehicle is more appropriate, a private vehicle usage is reimbursed at CHF 0.70 per kilometre, a car hire is reimbursed on effective cost base, as well as additional costs such as motorway tolls.

Accommodation

The organiser should provide accommodation for the entire stay of the consultant in a 4-star level and above in a single room or a double room for single use with bed and breakfast.

The location of the hotel should be appropriate to the visit's purpose.

Food & Beverages

A per-diem of a minimum of 20.00 CHF (twenty swiss francs) per meal, per person for the entire duration of their stay, including transportation days.

Other travel expenditures

If there are any other costs involved, an expenses claim will be produced with details of the expenditure and the receipts.

Insurance

The insurance of World Archery covers all employees, visitors and consultants whilst on business trips abroad.

Cancellation / Rescheduling of visits

World Archery may cancel or reschedule the visit where it deems necessary to do so and should inform the organiser as soon as possible.

Fees

Preparation work (hour fee)	CHF 65.-
On-site work (daily fee for 8 hours)	CHF 500.-
Traveling day	CHF 250.-

If the daily number of hours, or the weekly number of days is exceeded, two options are offered to the client: to use a second staff, or those extra days/hours are invoiced with a surtax of 75%.

An invoice will be sent to the event organiser at the end of the visit and it will have to be paid within 30 days.

Appendix 4

