

Appendix 2 – Indoor Target & Match Play Championships

1. Event Outline

Ages

The Indoor Target and Match Play Championships is to be run with all age categories competing at the same event (i.e. no separate Open and Youth Championships). The age groups to be offered are as follows, including both men's and women's divisions:

Open (Senior), 50-64, 65+, U20, U17, U15, U13, U10

Disciplines

The following Disciplines shall be included as a minimum:

- Recurve
- Compound
- Barebow Recurve
- Longbow

The following Disciplines shall be included as optional:

- Crossbow

Rounds

The following rounds shall be provided as a minimum:

- One WA 18m arrow round(s) for qualification
- Optional – an additional WA 18m or 25m round, also counting towards qualification
- Individual Match Play

The following rounds are optional, and may be provided (LOC may opt to run in full, or cut to the top 8 or 16 teams, depending on programme and target butt availability):

- Team Match Play (3-person teams)
- Mixed Team Match Play (2-person teams)

Minimum Numbers for Match Play Events

All divisions with 4 or more athletes shall generally have a match play event – for fewer than 4 athletes, it should be combined with a similar category e.g. 50-64+ MC combining with Open MC. If the Open division had 2 or 3 athletes, it would still be an event, but without a full semi-final.

2. Qualification Venue Layout

Indoor venues can be sports halls, leisure centres, exhibition halls, studios, aircraft hangers or other large/vast indoor spaces.

Note that the following are accurate at the time of publishing, but should any subsequent changes happen, refer to the World Archery (WA) rules for up-to-date information:

<https://worldarchery.org/rulebook>

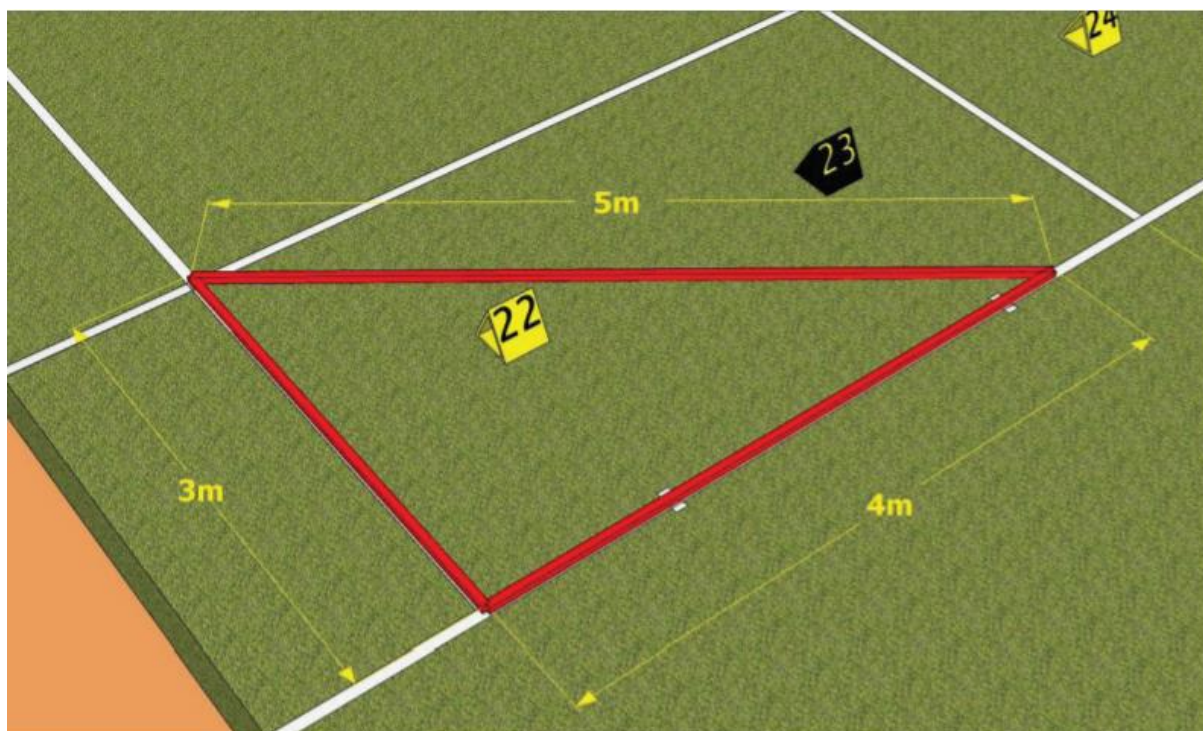


Field of Play Layout

The following diagram shows the required field of play set-out for standard shooting format, including team match play lines – note that the same rules apply to Indoor as for outdoor, except the indoor shooting lanes can be reduced to 800mm width.

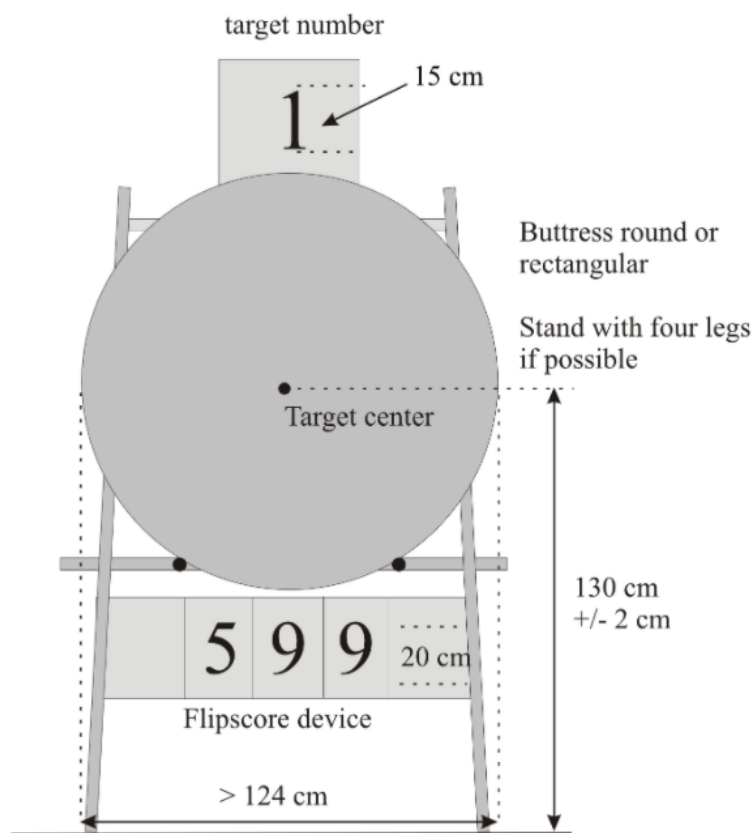


- The centre of the target should be marked both on the shooting line, and also the target lines
- There shall be a minimum 800mm per archer on the shooting line.
- All lines on the field of play should be squared off using the Pythagorean theorem – refer to the diagram below:



- Lines can be painted on the surface, or use adhesive tape. String-lines are strongly discouraged due to the risk of archers tripping and injuring themselves or others.

The following diagram shows the target setup:



The following is required for field of play setup:

- Target numbers on top or below centre of each target
- Corresponding target numbers to be placed 2m in front of the shooting line
- Speakers for the public announcing system, placed either side of the range (may require 3-4 speaker locations for long shooting lines), with the microphone and controls with the DOS (and announcer if applicable)
- Timing Lights to be placed on both sides of the field of play, (may require 3-4 timing lights locations for long shooting lines, allow space for these in between targets), with the controller located with the Director of Shooting
- Spare target faces
- Replacement target butts, centres and target stands
- Radios for the field of play crew and judges, DOS (Smaller indoor events may be able to operate without these)
- 5m blank butt target range for warmup – this will usually make use of the competition butresses, with the target faces removed
- Recommend placing the DOS table at the end of the shooting line to provide a clear and uninterrupted view of the entire range. For a long line (>150 archers), it is recommended that the DOS table is placed in the middle of the range, with a gap in the targets there.

- Athlete set up area
- Spectator seating area
- Toilets
- Water supply station(s)
- Administration area – could cover registration, results, inquiries
- Equipment Inspection area
- Catering (if applicable)
- Safety barricading, to provide safe clearances on the side of the range – seek to provide more where possible, but a use a minimum of 12m perpendicular to the shooting direction.
- For safety, if the wall behind the targets is not impermeable to arrows (e.g. windows, or gib wall that a compound arrow could pass through), an arrow net or safety wall is required. As a basic guideline the safety wall should be 3m behind the targets, 4m high and full width of the field of play. Please consult the WA events manual on safety wall designs.
- The shooting line area and target area must be flat, level, stable and or parallel heights to each other, with good drainage for large amounts of rain.

Lighting

Lighting should be evenly distributed on the range. World Archery recommends a minimum intensity of 100 foot candles (1076 lux) average over the range, and 285 foot candles (upwards of 2,000 lux) for high-definition televised events).

Lighting should be positioned with focus on the targets and shooting line, but ensure lighting does not blind athletes, spectators or officials. Be mindful of where shadows are cast.

Consider sunlight seeping in from outside, and mitigate the effects on the archers (to avoid blinding)

Toilets

If there are insufficient toilets in proximity, portaloos are often used at events. We recommend 1 portaloos for every 25 athletes, placed with discretion.

Allow a minimum of one disabled toilet.

Venue dressing

Some simple things can add a significant improvement to the ‘look and feel’ of an event. This is especially important for TV streaming but will also enhance the experience for athletes and spectators. The following are examples of what can be used to improve the look and feel of an event.

- Have an event logo
- Teardrop Flags
- Banners (organisations, event and sponsors)
- Podiums and platforms
- Signage/dressing on the side of tents, spectator stands, and platforms
- ‘A’ boards (Toblerones)
- Safety wall behind targets

- Inflatables
- LOC uniform
- Branded carpets/mats on finals field



Match Play Score Flip Boards

There are about 30 3-digit match play score flip boards in the containers. These are useful for showing spectators and athletes the running results of matches as they progress. These are used in finals, one on each target, and it is strongly recommended that these are used in elimination events also.

In elimination events, there is usually one per match for recurve (set system can be shown a 6-0 on a single board for instance), or one per target for compound (148 for example).

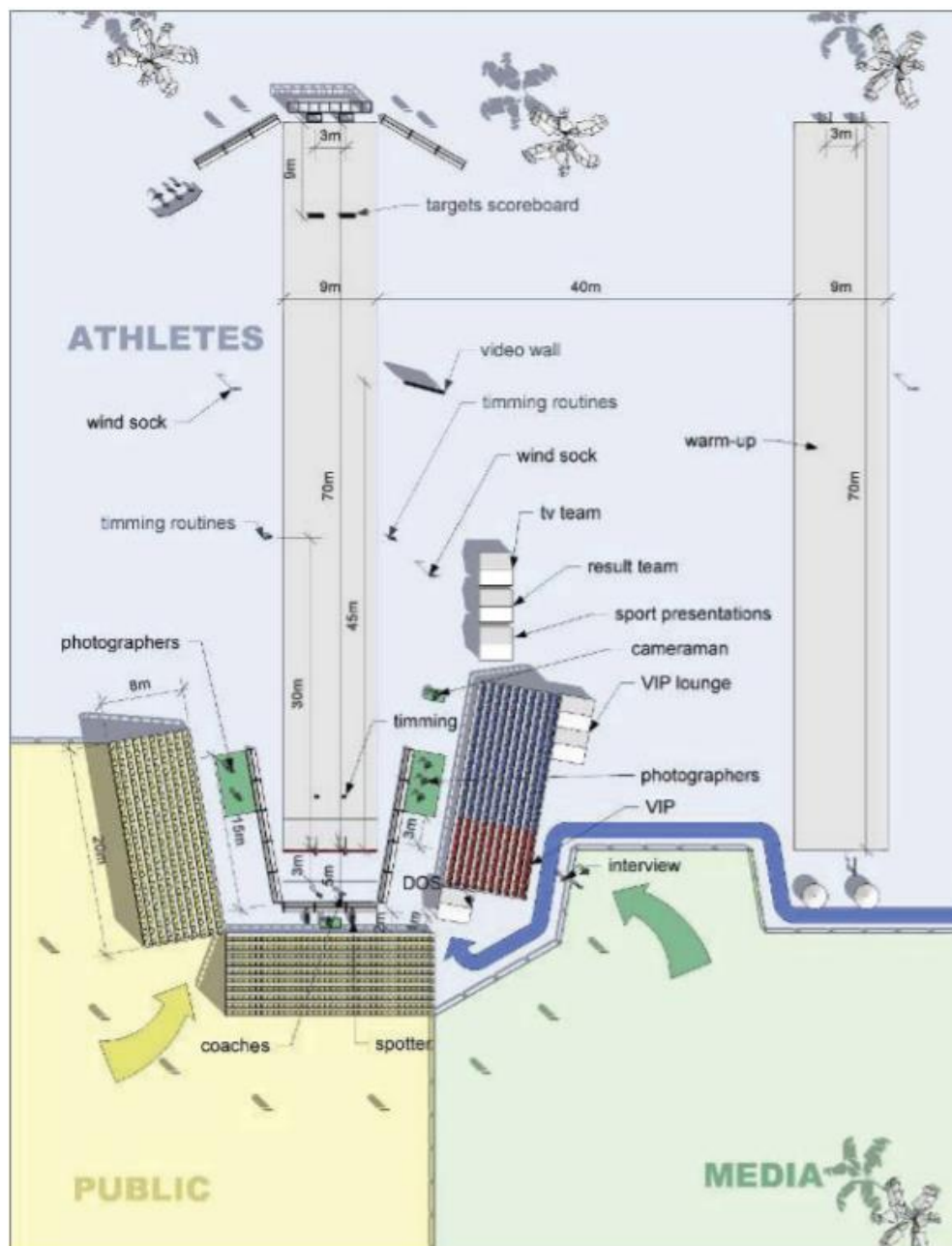
Liaise with the Administration Team to identify the best locations and times for installing these flip score flip boards.

3. Finals Venue

The finals venue generally follows the same rules as the qualification but will have just two targets on the finals field of play, and other targets nearby for warm-up/practice. It is an opportunity to showcase a special location and provide a 'wow factor' to an event. Refer the image below for an example layout from WA (from outdoors, but the principles are identical). This shows a "U" arrangement for spectators. An "L" arrangement may be more suitable for some events.

Note as indoor events are only covered over 18m, it is common in NZ to not erect blinds as is the practice for outdoor national championships. The agents and target judge can walk forward from the waiting line after each end.

Ideas for species=al finals locations could include: Shopping malls, churches, museums, etc.



4. Roles & Responsibilities on Finals Day

Especially when the finals day is televised, it is important to present a slick and polished performance. This reflects well on the sport, keeps things moving for spectators, and will keep to the timeslots allowed by any live-streaming coverage.

The below roles and responsibilities are recommended to streamline the finals day. A dummy practice round (without arrows) may be valuable in ironing out any issues:

Athletes

- Shoot on the warm-up range and main field of play, in any of the competition formats
- Be available for interviews if requested

Coaches

- Enter main field of play ahead of athletes
- Support athletes throughout match, always stay within coaches' box

Athletes Agents

- Escorted to a position near the archers before the start of the match, and briefed on safety rules
- Supervise the athlete scoring by the judges
- Update score boards on the targets
- Pull arrows out of the target and give to the arrow runners for transporting
- Sign archer score sheet at completion of match

Arrow Runners (1-2 people)

- Collect the retrieved arrows from the athlete agent, and place in arrow holders
- Carefully carry the arrows from the target area to the shooting area to give to the coach in between ends using the approved walking route

Athlete Marshal

- Gather athletes, coaches/agents from warm-up field, and escorts to edge of field of play 5min prior to match commencement
- Arrange coaches, line judge and athletes in order, for main field of play entrance
- Communicate with the Announcer informing them which athlete is to shoot first in the match
- Following Announcer's instruction, lead the coaches, line judge and athletes onto the field of play
- Return coaches, line judge and athletes after the match, including directing archers to NZDFS officials if they have been selected for testing

Chief Judge

- Monitor operations and ensure all is fair, safe and to the rules and regulations of WA
- Direct the team of judges and arrange per match
- Oversee operations and offer technical advice and support as and when required

DOS

- Set the timing correctly for each match and format
- Operate timing (and scoring signal devices, if applicable) when the range is clear for shooting and when prompted by the Announcer
- Ensure the main field of play is safe and clear for shooting

Announcer

- Generate a positive and excited atmosphere in the crowd
- Operate music (if applicable)
- Liaise with the TV Producer in the timely delivery of the competition schedule (if applicable)
- Instruct the Athlete Marshal when to allow the athletes, judges and coaches to enter the main field of play
- Introduce Athletes and Line Judge
- Instruct the DOS when to operate the timing and shooting signals if the range is safe and clear
- Announce arrow scores as they are shot (may spot the arrows themselves, or use a nearby spotter to support)
- Summary of what to do/not do from WA as below:

Can

- ✓ Give an introduction to athletes, their major achievements, previous meetings between the athletes.
- ✓ Immediately call out arrow values as soon as the arrow has hit the target, even while the other athlete is shooting.
- ✓ Call out, enthusiastically 10, 10, 10 when an athlete shoots 3 consecutive 10s.
- ✓ State the arrow value score required to tie or win a set/match during shooting.
- ✓ Announce the winner of the match if it is clearly decided before the last arrow is shot e.g. the opponent would need 13 points on the last remaining arrow to tie the match.
- ✓ Point out any on-field issues which may affect the professional and/or safe flow of an event to the Show Director (not the DOS or any other member of the World Archery Team).
- ✓ Attend the Team Managers Meeting.
- ✓ Unload/Pack up his/her own equipment at the beginning/end of each day's competition.
- ✓ Make results announcements off any electronic equipment once it has been verified by the Results Team.
- ✓ Advise anyone asking questions regarding Sport Presentation to speak to the Show Director.

To advise announcers, the below list indicates what announcers cannot do during an archery event:

Cannot

- ✗ Influence the match by providing coaching, such as where to aim, counting down the time remaining to shoot.
- ✗ Give comment or an opinion on any current or historical ITO actions unless explicitly instructed to do so.
- ✗ Use terms that may offend or insult an athlete or official.
- ✗ Degrade the performance of an athlete or team.
- ✗ Make political statements.
- ✗ Use bad language.
- ✗ Announce during the playing of a national anthem.
- ✗ Make any announcements that are the domain of the DOS unless explicitly instructed to do so.
- ✗ Be rude to spectators.
- ✗ Speak about his/her own sporting achievements, especially in the sport of Archery.
- ✗ Be too familiar with any athlete in commentary.
- ✗ Show preferential treatment to any one athlete over another.
- ✗ Promote any product or sponsor over another.
- ✗ Take directions from anyone (Official or Unofficial) other than the Show Director and should always refer enquiries to the Show Director.
- ✗ Do any media interviews before clearing this with the Show Director.
- ✗ Comment on the performance of any other member of the team in a derogatory or condescending manner.
- ✗ Attempt to perform the duties of the DOS or get involved in any judging matters which should be handled by the Judges Team.
- ✗ Speak on the radio as all lines of communication between World Archery and Sport Presentation should be maintained through the Show Director for clarity.

Line Judge

- Check with the highest-ranked athlete to determine whether they choose to shoot first or second, and inform the Athlete Marshal/Announcer, ensure the athletes shoot on the correct target
- Use clear hand signals to indicate which athlete is to shoot first in the next set and signal to the DOS when the athletes are ready to shoot
- Ensure athletes and coaches compete fairly and to the rules and regulations of the match and apply penalty warnings as and when required

Target Judge

- Coordinate the correct score sheets with the correct match

- Supervise pre-scoring by the scorers and verify arrow values at the targets with the athlete agents
- Evaluate and award arrow values
- Judge and measure (if necessary) any arrows when the athlete agents do not agree with the value given
- Confirm arrow values at the target to the Results Team to amend scoreboards as required
- Supervise correct update of score boards on targets
- Instruct athlete agents when to retrieve athlete arrows, arrow runners to walk to the shooting area with the athlete arrows and when the target faces can be changed.
- Indicate with clear hand signals if there is a shoot off required and the winner of each match

Ground Crew (suggest 2x people)

- Change target faces after each match, before any shoot-off, or on direction of Target Judge
- Organise the new target faces to be used, know which target face to use for the match and the formation the targets should be on the target butt
- Gather used targets faces
- Have replacement target butts nearby in order to change at short notice if needed

LOC Event/Venue Manager

- Oversee operations and offer technical advice and support as and when required
- Correct and respond to issues raised by the Chief Judge
- Ensure the comfort and satisfaction of all the team

TV Producer (if applicable)

- Observe operations, assess camera views and mixed zone operations

Results Team

- Verify scores with judges via radio
- Manage paper score cards with Target Judges

Ceremonies Manager

- Manage and coordinate the ceremony team - medal bearer, announcer, presenter, and athlete marshal (if applicable)

5. Example Procurement List

Refer Archery NZ Major Events “Planning Checklist” for an example of a list of equipment and services for procurement.

6. Award Presentations

It is recommended that some volunteers are trained in how to operate a medal ceremony. Key roles include:

- Announcer

- Medals bearer
- 1-2 Ushers, to escort presenter, and lead the athletes in/out of the ceremonies
- VIP (presenter)

Set up the dais in front of a suitable location for photos, where spectators can see. Consider direction of the sun for photos. 'Dress' the area with event branding, flags, and where agreed with sponsors, sponsor branding. Have a backup plan for bad weather.

Prepare a table for setting out the medals/awards in the order they will be presented – consult with the Premier Events Administration Manager for a results list. Include a tray for holding the awards that the presenter can pick up from. Ensure the Announcer has a microphone.

Medal ceremonies should commence as soon as possible after the completion of the competition (once results are confirmed – can be immediately for match play).

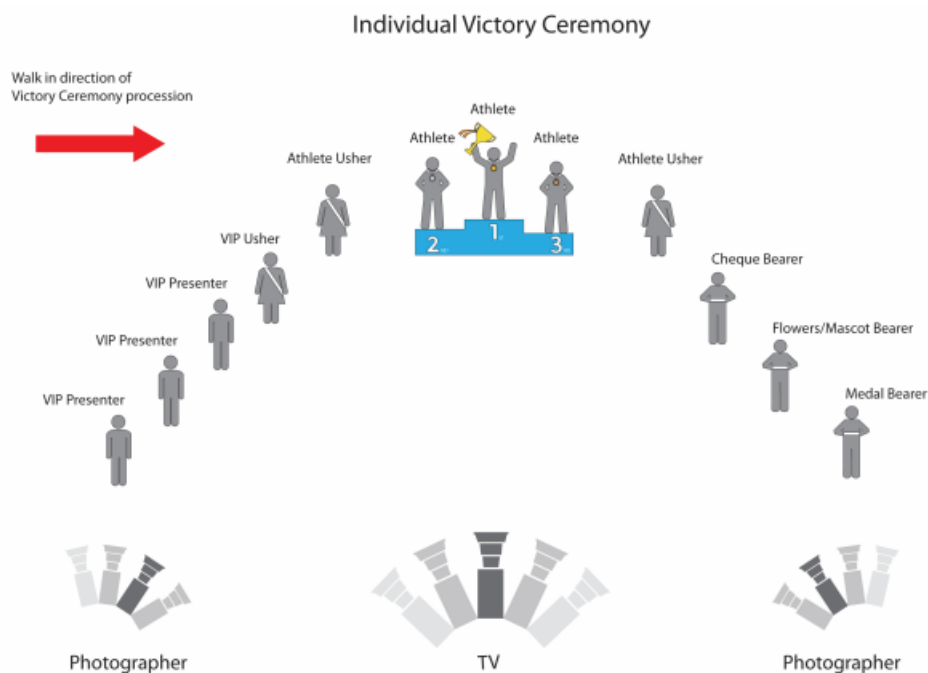
All athletes should be requested to go to the gathering point, with medals winner requested to be present at the gathering point at least 15 minutes before the ceremony is due to start.

The announcer should provide a brief welcome, including thanking the event sponsors. With multiple nationalities in attendance, consider using multiple languages to greet everyone.

The Athlete usher should arrange the archers in the order they will walk in. Dais are usually arranged with Silver on the left, gold in the centre and bronze on the right.

Where the next host venue is known, consider a hand-over ceremony of the Archery NZ flag between the present and next host, if they are present.

The below diagram shows WA's ceremony layout, adjust accordingly for the number of participants:



Archery NZ has a set of longer dais for the team events, as three people cannot suitably/safely stand on each of the individual dais.

International Medals

In the event there are three or more countries represented by competitors who are residents of those nations, the event may be deemed an international championship, and medals awarded to international competitors for this. Note that no archer should receive more than one medal for the same event, so an NZ member winning gold in National competition and silver in the International competition would receive the National gold medal only.

Clarification to be added on what medal to award to international competitors – NZ Nationals medal, or otherwise.





Trophies

Trophies are available in a number of divisions for Indoor Nationals – consult with the Trophy Steward.

7. Association Meetings (if applicable)

Liaise with the Archery NZ GM as to the requirements for any association meetings required to be hosted by the LOC as part of the event (e.g. AGM, officials meeting, etc.).