



GUIDELINES FOR ORGANIZING ESC CHAMPIONSHIPS 2013 Edition

1. GENERAL

The first section of these *Guidelines* provides general information about ESC Championships and information about these *Guidelines*.

1.1. ESC CHAMPIONSHIPS

The ESC *General Regulations* govern all official European Shooting Championships and other major shooting competitions in Europe supervised in accordance with *ISSF Rules and Regulations*.

1.2. GUIDELINES FOR ORGANIZING ESC CHAMPIONSHIPS

The ESC provides these Guidelines as a reference and planning document for ESC Championship Organizing Committees (OC) to use in preparing for and conducting their ESC Championships. The Guidelines include special ESC Regulations that apply specifically to ESC Championship OCs and that are an official part of the ISSF Rules and Regulations/ESC General Regulations.

1.2.1. AUTHORITY FOR ESC GUIDELINES

These Guidelines are prepared in accordance with *ESC General Regulations* and *ISSF Rules and Regulations* and are an official part of *ESC General Regulations*. In case of a conflict between these Guidelines and specific rules in ISSF Rules and Regulations/ ESC General Regulations, those specific rules prevail.

1.3. ISSF CHAMPIONSHIP ORGANIZERS' WORKSHOP

The ISSF conducts an annual **ISSF Championship Organizers' Workshop** to inform, prepare and train ISSF/ESC Championship OC leaders. OCs are encouraged to send representatives to the Workshop in the year before their ESC Championships take place.

1.4. ESC – OC HOST FEDERATION AGREEMENT

To confirm the selection of a National Federation (NF) as an ESC Championship host and its commitment to fulfil its responsibilities as an ESC Championship OC, the ESC and OC will sign a Host Federation Agreement (HFA). The HFA documents the agreement of both the OC and the ESC to fulfil their obligations and responsibilities in organizing an ESC Championship.

1.5. ADDITIONAL INFORMATION

If *ESC Rules and Regulations* and these Guidelines do not answer OC questions, they are encouraged to contact the ESC Office.

1.6. ABBREVIATIONS. Abbreviations used in these *Guidelines* are:

- CD Competition Director
- EST Electronic Scoring Targets
- ECH European Championship
- FOP Field of Play
- HFA Host Federation Agreement
- MQS Minimum Qualification Score (to be entered in Olympics)
- NF ESC Member Federation or National Federation
- NOC National Olympic Committee
- OC Championship Organizing Committee or “Organizer”
- TD ISSF/ESC Technical Delegate
- ESC GR ESC General Regulations

2. ISSF/ESC SUPERVISION

The ISSF/ESC will “supervise” each CHAMPIONSHIP in accordance with ISSF Regulations (ISSF Rule 3.2.1 and 3.4.3). This section describes how the ISSF/ESC supervises Championships in sport shooting.

2.1. COOPERATION WITH ISSF HEADQUARTERS

After its selection to host an ESC Championship, the NF and the ESC Championship OC must work in close cooperation with ISSF Headquarters. To facilitate this cooperation, each OC must designate an OC Contact Person who will be the primary point of contact for ISSF Headquarters and ESC office. The OC contact person may be the Competition Director (CD) or another person designated by the OC. The OC must notify ISSF Headquarters and ESC office as soon as possible after their selection with the name and contact information for this person.

2.2. ISSF/ESC TECHNICAL DELEGATES

The ESC Presidium Members designates one (1) or two (2) (for combined ESC Championships) TD(s) for each ESC Championship at least one (1) year in advance. The appointment must be approved by the ISSF Executive Committee. The OC and its CD must work in close cooperation with its TD as it prepares the ISSF/ESC Championship facilities and organization.

2.2.1. TD Duties

The TD is the ISSF/ESC’s chief technical advisor for ESC Championships. The TD coordinates with the OC before and during the ESC Championship. The TD interacts with the OC Competition Director and ISSF/ESC Juries.

2.2.2. TD Support

OCs are responsible for paying all international travel costs and for providing local transportation, hotel accommodation, meal and working space for the TD in accordance with the requirements in **Annex A**.

2.3. ISSF/ESC JURIES

For each ESC Championship with Rifle/Pistol events, the ESC Presidium designates one (1) Jury of Appeal, one (1) Rifle Jury, one (1) Pistol Jury, one (1) Classification Jury and one (1) Equipment Control Jury. For each ESC Championship with Shotgun events, the ESC Presidium designates one (1) Jury of Appeal and one (1) Competition Jury.

Nota: The Jury of Appeal must consist of three members; two of them **should, if possible** be from the ESC Presidium, of which one must be the Chairman. The third member must be from the organising federation.

- All Jury Members must have appropriate ISSF Licenses.
- One of the three members of the Discipline Groups of the ESC Technical Committee, representing the discipline of the Jury in Question, must appointed Chairman or member of the Jury. (See Guidelines for the TC.)
- One (1) Member of each Jury must be nominated by the OC and approved by the ESC.
- The OC will be notified regarding Jury appointments.

2.3.1. Jury Support

OCs are responsible for providing support for ESC Jury Members in accordance with the requirements in **Annex A**.

2.3.2. Additional Jury Members

OCs may, on their request, accept additional Jury Members to assist NFs in obtaining experience for their Judges or they may request additional Jury Members to improve the conduct of their competition. The NFs who send these “additional Jury Members” must pay their expenses. OCs that are willing to accept additional Jury Members must state what charges there will be for hotel and meal accommodation (local transportation should be free). These additional Jury Members must work under the supervision of a Jury Chairman and participate in all Jury activities.

2.4. ESC Results Provider

The ESC selects an Official ESC Results Provider to provide complete technical results services for all Rifle, Pistol, 10m Running Target and Shotgun ESC Championships. The OCs are obliged to cooperate with the Official ISSF/ESC Results Provider (see Section 6.2 and 6.5 of these **Guidelines**). The Official ISSF Results Provider is SIUS AG, Effretikon, Switzerland.

2.5. Finals FOP Announcer

OC’s should provide an announcer who will serve as the ESC Finals FOP Announcer during all Rifle, Pistol and Shotgun Finals at ESC Championships.

3. THE ESC CHAMPIONSHIP ORGANIZING COMMITTEE

Each NF that organizes an ESC Championship must form an OC that is responsible for the administration

and conduct of the Championship in accordance with *ISSF General Regulations* and Rules (Rule 3.4.1) and these Guidelines. The OC structure includes the leadership, staff, national competition officials and volunteers who plan, prepare and conduct all aspects of the Championship under ISSF/ESC supervision.

3.1. OC MANAGEMENT

Each NF should appoint an Executive Committee that has overall responsibility for managing the ESC Championship. The Executive Committee should appoint the CD and key staff, establish a budget and raise funds, establish government and NOC relations and determine key OC policies and procedures.

3.2. COMPETITION DIRECTOR

Each OC must appoint a Competition Director (or the title “Competition Manager” may be used) (ISSF Rule 3.4.1). The CD is responsible for managing the administration and conduct of the ESC Championship. The CD should have an ISSF “A” Judges license and extensive previous experience in managing major competitions. Specific duties of the CD may include the following:

- Report to the OC President or OC Executive Committee or to the NF President or NF Executive Committee.
- Coordinate with and communicate regularly with the ISSF/ESC TD.
- Appoint and supervise the chiefs of all functional sections; the OC President or executive Committee may also approve these appointments after receiving recommendations from the CD.
- Appoint and supervise competition management staff that is responsible for carrying out the responsibilities specified in Section 5 of these *Guidelines*.
- Appoint key staff members and competition officials through the chiefs of the functional sections.
- Ensure that the competition venue is prepared and that any necessary construction, installation or repairs are planned and completed.
- Ensure that all competitions are conducted according to ISSF Rules and the highest standards of international sports.
- Ensure that the competition staff is responsive to the advice given by the ISSF/ESC TD and Competition Juries.
- Ensure that all teams and officials are informed and kept up to date about all aspects of the Championship.

3.3. COMPETITION OPERATIONS STAFF

The OC must select and train “sufficient qualified staff” (Rule 3.4.1) who will plan and conduct the competitions. Special efforts should be made to select officials who have appropriate ISSF licenses and to have officials in each functional area who are fluent in English so they can communicate with athletes, coaches and Jury Members. Chiefs and other staff for the following competition ranges or functions, as required, must be appointed:

3.3.1. 300, 50, 25 and 10 Meter Ranges and Running Target Ranges (staffing for each range)

- Chief Range Officer, must have an ISSF License.
- Range Officers, should each have an ISSF License.
- Target Officers (target service).

3.3.2. Shotgun Ranges Staffing

- Chief Range Officer, should have an ISSF License.
- Chief Referee, must have an ISSF Referee License.
- Referees, must each have an ISSF Referee License.
- Range Operations Personnel.

3.3.3. Equipment Control Center

- Chief of Equipment Control, must have an ISSF License.
- Equipment Control Officers, should each have an ISSF License.

3.3.4. Finals Range

- Chief Range Officer, must have an ISSF License and experience in organizing Finals.
- FOP Announcer.
- A second Announcer who can make appropriate announcements in the national language may assist the FOP Announcer.

3.3.5. Classification Office

- Chief Classification Officer, must have an ISSF License with an EST endorsement.
- Classification Officers, should each have an ISSF License with an EST endorsement.

3.3.6. ISSF Licenses for the Competitions Staff

The Chiefs of each range or function must have ISSF Licenses for the discipline involved; as many other competition officials as possible should have ISSF Licenses. All Shotgun Referees must have ISSF Referee Licenses. Members of the Classification Office and at least one (1) Range Officer on each Rifle/Pistol range should have ISSF Licenses with an EST endorsement. If sufficient numbers of officials with ISSF Judges and EST licenses are not available, the OC or NF should organize appropriate ISSF Judges', EST and Shotgun Referee' courses before the ISSF Championship.

For details see: *Guidelines for Judges Licenses (Annex "J" to ISSF General Regulations)* and *Guidelines for Shotgun Referees Licenses (Annex "S" to ISSF General Regulations)*.

3.4. COMPETITION ADMINISTRATIVE STAFF

The OC must also select, train and appoint staff to perform all administrative functions related to the conduct of competitions. OCs must identify the number of volunteers who will be required in each of these competitions and functional areas as well as any specific skills that volunteers recruited for these staff positions must possess. OCs should use that information as a basis from which to begin a campaign to recruit the necessary volunteers. Chiefs and other staff for the following functions, as required, must be appointed for the following functions:

3.4.1. Entry and Accreditation

- Entry and Accreditation Chief
- Entry and Accreditation Staff

3.4.2. Firearms and Equipment Control

- Airport Equipment Control Chief
- Equipment Storage Chief
- Airport Equipment Control Staff (includes staff to receive, account for and transport equipment and firearms from and to the airport)
- Equipment Storage Staff (includes staff responsible to account for and provide secure storage for all firearms and equipment at the range)

3.4.3. Anti-Doping Center

- Anti-Doping Chief (the Anti-Doping Chief or one (1) Member of the Anti-Doping Staff must be a medical professional)
- Anti-Doping Staff
- Anti-Doping Escorts (equal to the number of tests to be made for each event)

3.4.4. Ceremonies and Special Activities

- Protocol Chief
- VIP Coordinator
- Award Ceremony Staff

For details see: *ISSF Guidelines for Accreditation, Finals Ranges and Award Ceremonies*

3.4.5. Communications and Public Relations

- ESC Media Officer
- TV Liaison
- Photographer

3.4.6. Additional Staff

The following additional staff must be recruited and appointed in accordance with the staffing plan adopted by the OC:

- Gunsmithing Services and Industry Coordinator
- Transportation Coordinator and Transportation Staff
- Hotel Coordinator
- Food Service Coordinator (food service at range)
- Airport Reception Coordinator and Staff
- Medical Doctor (coordinates and provides emergency medical services for participants)

3.4.7. ISSF/ESC Contact Persons

OCs must designate contact persons from among their staff members who will be responsible for coordinating with ISSF Headquarters and the Official ESC Results Provider for the following functions:

- ISSF Contact Person for the Entry Process **Jan Ketzel - ISSF HQ - jan@issf-sports.org**
- Contact Person for Official ESC Results Provider

- Entries Official for the Entry and Accreditation Processes
- Industry Relations Official

One (1) person may serve in two (2) or more contact person roles. OCs must notify ISSF Headquarters and ESC Office regarding these persons by providing the ***Organizing Committee Information Form*** at **Annex D**. This form should be provided not later than the ISSF Championship Organizers' Workshop prior to the year of the ESC Championship.

4. PLANNING AND PREPARATION

After the CD and Chiefs of the most important functions are appointed, the OC must complete its initial planning and preparation steps. These steps include creating a schedule of events, drafting an official program, establishing a budget of revenues and expenses and concluding the primary agreements that are essential for the ESC Championship.

4.1. THE ESC CHAMPIONSHIP SCHEDULE

The planning of every ESC Championship must be built around a detailed day-by-day and minute-by minute schedule that identifies the start and end times for each of the following activities:

4.1.1. Standard and Special Activities

- Arrival Day
- Technical Meeting
- Opening Ceremony
- Award Ceremonies
- Closing Ceremony
- Dinners or Receptions
- Cultural Activities
- Departure Day

4.1.2. Training for All Events

- Official Training (ISSF Rule 6.6.2.1)
- Pre-Event Training – PET (ISSF Rule 6.6.2.2)
- Unofficial Training (ISSF Rule 6.6.2.3)

4.1.3. For All Competition Events

- Elimination Round competitions (when more than one (1) 50m relay is required)
- Qualification Round competitions
- Shoot-offs (to decide finalists, for Shotgun events only)
- Finals Round competitions

4.1.4. Schedule Submission and Approval

ESC Championship schedules must be submitted to the TD for review and to the ESC Presidium for approval, **12 months** in advance of the Championship.

4.1.5. Final Schedule (ISSF Rule 6.6.1.5)

As soon as possible after the Official Entry Deadline (30 days before the official Arrival Day), the final schedule must be prepared and distributed. The total entries for each event may not be known until final entries are received so it is not possible until then to determine how many relays or squads must be scheduled. With this information, the final schedule must be prepared in coordination with the TD and distributed to participating NFs.

4.1.6. Schedule Changes

Any further schedule changes that are made after the final schedule is distributed to NFs must be approved by the TD and distributed to all participating teams as soon as changes are made. Approved schedule changes that cannot be distributed in advance must be announced at the Technical Meeting. Schedule changes may not be made after the Technical Meeting except in exceptional circumstances.

4.2. THE ESC CHAMPIONSHIP PROGRAM (ESC General Regulations 9.0 – 9.4.5)

After drafting a schedule, the next step in organizing an ESC Championship is to prepare an Official Program, which is sometimes referred to as an "Information Bulletin." The program includes information about all aspects of the ESC Championship so that NF teams can prepare for their participation.

4.2.1. Official Program Contents

A standardized draft of the program is provided by the ESC Office and includes an official invitation to participate and detailed information about all aspects of the Championship. The OCs must complete the standardized draft.

4.2.2. Official Program Requirements

- The ESC Logo must be displayed on the front page of the invitation and program.
- The program must state whether additional MQS-only entries will be accepted.

4.2.3. Entry and Registrations Forms

Standardized entry and registration forms are provided by the ISSF Headquarters and must be distributed with the official program. The entry and registration forms are:

- Preliminary Entry Form (Entries by number, submit to ISSF HQ)
- Final Entry Forms (Entries by Name, submit to ISSF HQ)
- Preliminary Hotel Form (submit to OC)
- Final Travel Information Form (submit to OC)
- Final Hotel Reservation Form (submit to OC)
- Final Rooming List Form (submit to OC)
- VISA Support Form (submit to OC)
- Firearm and Ammunition Form (submit to OC)
- Media Accreditation Form (submit to OC)

4.2.4. Program Approval

The completed ECH program must be submitted to the ESC Secretariat for approval at least eight (8) months in advance of the Championship (ESC GR 9.2.2). Programs and invitations may not be distributed to NFs until the ESC Presidium approves them. The ECH programs must also be submitted to ISSF Headquarters **five (5) months** before the ESC Championship, for information only (ESC GR 9.2.4).

4.2.5. Changes to the Program

Any changes to the program require ESC approval and then must be sent by fax or e-mail to all participating NFs. Changes to the program are not permitted after the Official Entry Deadline.

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4.2.6. Program Distribution

The OC must send the Official Program with an invitation to participate to all ESC Member Federations, the ISSF/ESC TD, Jury Members and ISSF Headquarters at least **eight (8) months** in advance (ESC GR 9.2.2).

4.3. THE ISSF CHAMPIONSHIP BUDGET

One of the first tasks for any OC is to establish a budget of revenues and expenditures and a system of financial controls to ensure the financial stability of the OC.

4.3.1. Entry Fees

In order to give OCs income to pay for operating costs, the ESC allows OCs to charge an entry fee of Euro 170.00 per start per event with Euro 5.00 of each start to be forwarded to the ISSF and Euro 35 to the ESC. The other Euro 130.00 will be retained by the OC. A fee of Euro 50.00 must be paid for each entered official. An additional fee of Euro 50.00 must also be charged for every late entry (entries made between the Official Entry Deadline and the Final Entry Deadline).

4.3.2. Fees Requiring ESC Approval

There are three special fees that OCs may charge only if the ESC Presidium authorizes them in advance. The deadline for fee applications is **five (5) months** before the ESC Championship, to be able to include them in the Official Program:

- **Airport Transportation Fee.** The ESC Presidium must approve any additional fee for airport transportation and this must be stated in the program (ISSF Rule 3.6.9). A minimum condition for such a special transportation fee is that the distance from the official hotels to the airport is minimum 100 km (one way) and the OC may send an application to the ESC office with further details on the travel distance and time.
- **Gun License Fees.** If the government in the host country charges a fee for issuing gun licenses or permits, ESC Office must be notified and the actual amount of this fee may be charged to participants. This fee must be stated in the program.
- **Practice/Training Fees for Shotgun.** The ESC Presidium must approve Shotgun practice or training fees, which must be stated in the program (ESC General Regulations 7.2). Approved maximum Shotgun practice or training fees are Euro 8.00 per round for Trap/Skeet (25 targets) and Euro 10.00 per round for Double Trap (30 targets).

4.3.3. Other Revenues

In addition to the amount of revenue projected from entry fees, identify all other potential sources of income and

estimate as realistically as possible the amount of revenue expected to come from each source.

- Government or Sports Ministry Support
- NOC Support
- Sponsor Payments
- Hotel Rebates (Caution: these fees must be reasonable)
- Vendor Fees
- Income from souvenir and memorabilia sales
- NF Subsidy. The ESC intent is that NFs should not have to subsidize Championships if they manage their revenues and expenses carefully.

4.3.4. Expenditures

Identify each cost item that must be expended for the conduct of the Championship and the estimated amount that must be spent for that item. The ESC Championship budget of expenditures should include:

- Salaries, if any staff members are paid
- Travel and accommodation costs for staff members
- Travel and accommodation costs for volunteers
- Official ESC Results Provider support costs (**Annex A.10**) (SIUS Duty Sheet I and II)
- Doping Control Test costs
- Range and facility renovation and repair
- Rental costs for containers, tents, temporary facilities, etc.
- Clay targets, EST expendable materials
- Transportation costs (buses, shuttle buses, vehicles)
- Ceremonies, reception, banquet
- Miscellaneous (supplies, office machine rental, uniforms, cleaning, trash removal, etc.)

4.3.5. Budget Management

Each OC must appoint a treasurer or controller who maintains detailed accounts of all revenues and expenses. Each OC must also establish policies regarding who can authorize expenditures. The OC should receive periodic financial reports to ensure that revenues and expenditures comply with the budget.

4.4. CONTRACTS FOR SPECIAL SERVICES

A key part of the early planning process is to identify and conclude contracts with organizations or firms that will provide certain essential services for the Championship.

4.4.1. Doping Control Tests

Tests must be conducted as specified in the *ISSF Test Distribution Plan (TDP)* and supervised by the appointed ESC Anti-Doping Officer). Random tests may also be requested by the ISSF and must be made according to the TDP. Qualified personnel must conduct the testing in accordance with *ISSF Anti-Doping Regulations*. The OC must make arrangements to have all samples collected analyzed by a WADA-accredited laboratory.

For details see: *ISSF Anti-Doping Regulations* and *ISSF Test Distribution Plan*

4.4.2. Hotels

Identify each hotel to be used for official accommodation during the ESC Championship and negotiate contracts/agreements with them. Hotels should provide breakfasts for athletes and officials with service starting one hour before the first buses depart for the range.

4.4.3. Transportation

Develop a plan to provide transportation services for all ESC Championship participants and negotiate contracts/agreements with firms that provide those services. All transportation must be planned according to the training and competition schedule. Transportation services must serve all official hotels, but OCs are not required to provide transportation services for other hotels.

4.4.4. Catering Service at Range

If the range does not have regular food service or a restaurant, a contract should be established with a temporary food service vendor that can provide lunches and snacks at the venue on training and competition days for the OC staff, ESC officials and participating teams. Food and beverage costs must be fair and reasonable.

4.4.5. Customs, Immigration and Police

Establish contact with government customs and immigration officials to plan immigration and customs clearance procedures. It is also important to coordinate with immigration officials regarding the resolution of any problems participants may have in obtaining visas. It is also critical to contact any customs, police or law enforcement authorities that regulate the importation of firearms or guns.

4.5. ESC AND OC LOGOS AND GRAPHIC IMAGES

An important initial planning task is to create a logo or graphic image for the ESC Championship.

4.5.1. Championship Logo

Each OC should create and adopt a logo that conveys a graphic image for the ESC Championship. The ESC Championship logo must be submitted to ESC Presidium for approval **at least six (6) months prior to the Championship**. This logo should be displayed on all printed and electronic communications media for the ESC Championship. The logo can also be used to produce posters and other graphic images as well as to create a “look” that is displayed in important locations like the Finals Range and Award Ceremony area.

4.5.2. Display of ESC Name and Logo

The title “*European Championship 10m*” or “*European Championship 25/50/300m*” or “*European Championship Shotgun*” must be clearly visible at all appropriate places in the Championship venue (i.e. Finals Range, Award Ceremony area, etc.).

4.5.3. Right to use ESC Logo

The OC has the right to use the ESC Logo and name free of charge in connection with all communications concerning this ESC Championship.

4.6. INTERNET SERVICE.

Many essential ESC Championship functions cannot be successfully carried out without having high-speed Internet service at the Championship venue. The work of the Official ESC Results Provider and ESC Staff requires Internet service. In addition, participating athletes, coaches and officials now expect to have Internet access at all Championships. ISSF Rule 6.4.2 now requires Internet service to be provided at all Championship venues and states “if possible, separate Internet services should be provided for operations (results services, administration) and for the public.” The ESC strongly recommends and requests that Internet services will be provided for the Official ESC Results Provider separately from the public.

5. COMPETITION ADMINISTRATION

Competition Administration includes all administrative functions that support the conduct of the ESC Championship.

5.1. COMPETITION OFFICE

The Competition Office is responsible for managing all administrative matters associated with the ESC Championship, including:

- Staff and operate the competition office(s).
- Provide administrative support for competition management and administration functions.
- Produce and distribute invitations, programs and communications bulletins.
- Coordinate registrations and entries with the ISSF HQ.
- Prepare for and assist in the conduct of start list draws.
- Prepare for and conduct the Technical Meeting.
- Take minutes at all meetings, including the Technical Meeting.
- Provide protest forms; receive protests and protest fees; forward protests to the appropriate Jury.
- Provide information to teams and Jury Members.
- Provide administrative support for teams.
- Publish and distribute competition results as required.

5.2. SCHEDULE OF DEADLINES

ISSF/ESC Regulations establish a schedule of deadlines that must be followed by all OCs and NFs.

- Submission of the ESC Championship Schedule and Official Program to the ESC for approval twelve (12) months in advance (ESC GR 9.2.1),
- Distribution of Official Program (ESC GR 9.2.2), eight (8) months in advance.
- Preliminary Entries (entries by number by event) (ESC GR 9.3), six (6) months in advance.
- Final Entries (entries by name by event) (ISSF Rule 3.7.3.2/ ESC GR 9.4), 30 days before the official arrival day.
- Late Entries Close (entries after the Official Entry Deadline (30 days), but before all entries close three (3) days before the official arrival day, incur a penalty of Euro 50.00 per athlete per event) (ISSF Rule 3.7.3.5/ ESC GR 9.4.3 and 9.4.4).

5.3. TECHNICAL DELEGATE ACTIVITIES y

The ISSF/ESC TD coordinates directly with the CD and ISSF Juries in fulfilling his/her responsibilities:

- The CD should establish contact with the ISSF/ESC TD as soon as he/she is appointed.
- Before the Championship, Competition Management staff should consult with the TD regarding any questions they have about the ranges or competition organization.
- The TD should be scheduled to arrive one (1) to three (3) days before the official arrival day so that he/she can check the ranges and competition organization on arrival day.
- The TD should cooperate with the CD in planning and conducting the Technical Meeting.
- The TD should ensure that requirements for working rooms and support for the Official ESC Results Provider are fulfilled.
- The TD should conduct a Jury Orientation Meeting for all ISSF Jury Members on the same day as the Technical Meeting.
- Once each day, the TD and CD should meet with the Jury Chairmen to review the day's activities and coordinate future activities.
- The TD must be available throughout the competition to consult with or advise the CD and functional area chiefs.
- Copies of all protests and Doping Control Forms must be provided to the TD who will provide these items to ISSF Headquarters.
- Each Jury Chairman must submit a brief report on their competitions to the TD.
- The TD will prepare an overall report on the ESC Championship that includes Jury Chairmen reports. The TD report must be submitted to the ISSF Secretary General and ESC Secretary General.

5.4. ENTRY PROCESS

All Preliminary and Final Entries (for Athletes and Officials) must be submitted to the ISSF Online Registration Service. The entry process begins when the Official Programs with ISSF-approved entry forms are sent to NFs. The entry process concludes with entry confirmation and entry fee payments at the ESC Championship site.

5.4.1. ISSF Support for Entries and Accreditation.

In order to simplify and standardize the entry process for OCs and NFs, the ISSF provides a central entry and accreditation service for all ESC Championships. This ISSF service provides:

- A central database with all registered Athletes (must have official ISSF ID numbers) and Team Officials
- ISSF Online Registration Service for all athletes and officials who will participate in a Championship
- ISSF Accreditation Service for all Championship participants
- Issue of accreditation badges upon arrival
- Questions concerning ISSF entry support should be addressed to:

Mr. Jan Ketzel ISSF Event Manager jan@issf-sports.org

5.4.2. OC Entries Official and Accreditation Coordinator/Contact Person

Each OC must designate one (1) Contact Person who is the OC Entries Official and Accreditation Coordinator. This Contact Person is responsible for the exchange of information between the OC and ISSF Headquarters. He/she is responsible for dealing with any changes that arise between the receipt of the ISSF data file (sent after the Final Entry Deadline) and noon on the day before Pre-Event Training (see Section 5.4.6 of these *Guidelines*). He/she must coordinate the exchange of data from the Official ISSF Results and Information System (ISSF-RIS), before, during and after the ESC Championship.

5.4.3. Maximum Entries

Each participating NF is permitted to enter a maximum of three (3) entries in each ECH event (ESC GR 6.4.1). If sufficient range capacity is available, OCs may permit each NF to enter one (1) or two (2) additional entries in each Olympic event on the program as follows (ESC General Regulations 6.5.6):

- MQS will not count in the competition, but a separate results list with their ranked scores will be produced as part of the official results and their scores cannot be recognized as World Records or European Records.
- Exchange of a shooter competing for individual and/or team results with a MQS shooter is not permitted. A MQS shooter may replace a withdrawn team shooter. The withdrawn shooter may not shoot for MQS.
- Replacements may only be made in the teams of three (3) registered for team events, but only from those (including MQS shooters) already registered for this championship.

5.4.4. Preliminary Entries (ISSF Rule 3.7.3.1)

Preliminary Entries (with entries by number by event) must be submitted not less than **six (6) months** in advance. All Preliminary Entries must be submitted directly to ISSF Headquarters. NFs may submit entries via the ISSF Online Registration Service or via fax. OCs have continuing online access to information regarding the Preliminary Entries that have been received. Many NFs, however, do not submit Preliminary Entries and many NFs that submit Preliminary Entries do not submit accurate entries so preliminary entry data is of little use to OCs for planning transportation and accommodation.

5.4.5. Final Entries (ISSF Rule 3.7.3.2)

Final Entries (with entries by name by event) must be submitted not less than 30 days before the official arrival day. All Final Entries must be submitted directly to the ISSF Online Registration Service or via fax. OCs have continuing online access to information regarding the Final Entries that have been received. Usually it is not possible to determine the final schedule until the Official Entry Deadline (30 days) when it is possible to know how many relays or squads will be required for each event.

5.4.6. Hotel, Travel, Firearms Declaration and Visa Forms

All other forms such as hotel, travel and firearms declaration, Visa support forms, etc. are to be sent to the OC so that this information can be used to make detailed arrangements for those functions. Visa support forms are used by the OC to produce an invitation letter that the NF can then use to apply for visas from the host country's embassy in the NF's country.

5.4.7. Late Entries

Late entries are entries received at ISSF Headquarters after the Official Entry Deadline (30 days), but before the Final Entry Deadline (3 days). Late entries must pay an additional penalty fee of Euro 50.00 for each athlete entered late in each event (ISSF Rule 3.7.3.4). Entries may not be accepted after the Final Entry Deadline (ISSF Rule 3.7.3.5).

5.4.8. Entry Transfer from ISSF HQ to OC

Three (3) days before the official arrival day, the ISSF will transfer a file with all participating athletes including their BIB/START numbers to the OC and the Official ISSF Results Provider. BIB/START numbers will be allocated by the ISSF and not by the OC. This final list of entries must be used by the OC for confirming entries and collecting entry fees.

5.4.9. Entry Confirmation and Entry Fee Payments

OCs must set up a desk or office where team leaders may complete their entry confirmations and payments after they arrive at the ESC Championship site. The Entry Confirmation desk must be staffed to process entry confirmations and payments for all of the teams on the arrival and training days.

- Entry fees must be accepted in EURO.
- Changes in entries are strictly limited at this point. A registered athlete may be changed for another registered athlete (ISSF Rule 3.7.3.6) and an MQS-Only athlete (ISSF Rule 3.7.3.7) can replace an athlete in competition.
- Any NF that confirms fewer athletes in an event than were listed on the Final Entry Form must pay the full entry fee (Euro 170.00 per athlete per event) for all athletes listed on the Final Entry Form (ISSF Rule 3.7.4.3). NFs that do not confirm all entries listed on their hotels forms may also be required to pay hotel cancellation charges.
- The OC has the right to refuse to accept any entries from a NF that has open debts from previous ESC Championships (ESC Statutes 3.6). These debts must be paid before that NF's entries will be accepted.

5.4.10. Accreditation

It is mandatory to have an Accreditation System for ESC Championships. Accreditation cards with photographs must be issued to all participants (athletes, team leaders and coaches, OC staff, ISSF/ESC officials). The accreditation system will be provided by ISSF in conjunction with ISSF Online Registration Service. The OC must provide a computer, colour printer with cable connections, a tripod (for a camera) and a reliable internet connection (no wireless) in order for the Accreditation System to work. One (1) or two (2) persons from the OC will be needed for this function. Accreditations will be issued to all participants upon arrival and must be worn at all times while athletes and officials are at the ESC Championship venue.

For details see: ISSF *Guidelines for Accreditation, Finals Ranges and Award Ceremonies*

5.5. PUBLIC RELATIONS

Each OC should plan and carry out a publicity campaign to inform NF members, the public and national media about the Championship. The public relations program should attract interest and support from spectators, sponsors, industry, the media and fans. The Chief Public Relations Officer should be in charge of creating and carrying out the public relations plan in coordination with ESC Guidelines for Media Representatives.

The OC should agree with the national TV broadcasting company (or some other local or commercial TV company) to act as a hosting TV broadcasting company and produce the live TV signal to EBU or Eurosport or at least to the ESC websites. (HFA article 16)

For details see: ISSF *Guidelines for the Organization of the Media Work and ESC Guidelines for Media Representatives*.

5.5.1. NF Media

An important way to publicize the ESC Championship in most nations is to publish or post articles in the NF magazine, website and other NF communications media.

5.5.2. News Releases

OCs should also produce periodic news releases for distribution to their national media lists to provide information about Championship events and the athletes who will participate. Members of the media in most countries will use news releases that report on each day's competition results.

5.5.3. Championship Website

Many OCs now create a website or special webpage on their website that is dedicated to the ESC Championship. It is important to inform NF members and the public about the website and to post new content on the website on a regular basis.

5.5.4. Publications

Some OCs produce and publish souvenir bulletins with the ESC Championship schedule and information about ESC Championship activities and athletes who will participate (the names of athletes who will participate are available 30 days in advance after the final entries are submitted).

5.5.5. Media Services

OCs must offer full support to members of the media that wish to cover the ESC Championship by providing facilities, services and cooperation so the members of the media can do their work. The OC should make every reasonable effort to attract local media to the ESC Championship.

5.5.6. OC Communication Manager

A Communication Manager or Chief Public Relations Officer must be designated for each Championship. This person is the member of the OC staff who manages OC media services. The OC Communication Manager should contact the ESC Media Officer as soon as possible after his designation.

5.5.7. Communication Manager Responsibilities and Duties

The OC Communication Manager is responsible:

- Issuing invitations and media accreditations to media persons.
- Providing up-to-date information and results to the accredited media
- If an ESC Photographer is unable to attend the Championship, the OC Communication Manager will be requested to provide *ESC website*, on a daily basis, with photos of medal winners in action and the awards ceremonies.

5.5.8. Media Office

The OC must provide a media office or room where the ESC Media officer and other accredited media can work. The Media Office should be equipped with desks and chairs, a high-speed Internet connection and power outlets.

5.6. AIRPORT RECEPTION

A critical OC function is to organize the reception of ESC officials, participating teams and VIPs that arrive at the international airport so that their way through immigration and customs is as quick and convenient as possible.

5.6.1. Coordination with Immigration and Customs Authorities

Several months in advance of the ESC Championship, OC staff must contact government immigration and customs authorities to inform them about the scheduled arrivals of international participants who will bring firearms and ammunition with them. This meeting must identify visa and firearms import requirements that must be complied by participating teams. This meeting should also lead to a plan to facilitate the arrival of Championship participants.

5.6.2. Airport Reception Personnel

The OC must have sufficient staff at the arrival airport that will be available to meet arriving participants and inform them about immigration and customs procedures and transportation services. Interpreters should be available to assist.

5.6.3. Airport Transportation Services

Bus or transportation service must be available from the arrival airport to the official hotels or shooting range. It will usually be necessary to transfer the firearms and equipment directly to the shooting range where they can immediately be accounted for and placed in secure storage.

5.7. GUEST AND SPECTATOR SERVICES

OCs should establish a Guest and Spectator Services Plan that encourages VIPs, special guests and public spectators

to attend. This plan should inform them about Championship activities so that their visits to the Championship will be enjoyable and rewarding. Considerations in establishing this plan are:

- Identify VIPs to be invited, prepare for their reception.
- Make a promotion plan to encourage the public to attend; this plan should focus on sport shooting participants and clubs in the area around the ESC Championship host city.
- Produce informational brochures to inform guests and spectators about the ESC Championship and its athletes.
- Designate parking areas for private vehicles.
- A spectator education program with graphic or announcer explanations about the events and finals may be helpful to spectators who are not familiar with the shooting sports.

5.8. INDUSTRY AND ARMOURER SERVICES

Arms and ammunition manufacturers and shooting equipment distributors are important members of the ESC family and must be included in ESC Championship planning.

5.8.1. Invitations to Industry

The OC must send Invitations and Official Programs to all service providing companies. Contact information for service companies can be obtained from ESC Office.

5.8.2. Facilities for firearms and Equipment Manufacturers

Stands, tables or work areas must be provided free of charge to all firearms manufacturers that offer arms and equipment repair or armourer service to athletes.

Stands, tables or display areas must also be provided for other arms and ammunition manufacturers and equipment distributors; the OC may charge a fee for these display or sales locations.

5.9. FIRST AID AND MEDICAL SERVICES.

A medical doctor or medical professional (paramedic or nurse) must be available at the Championship venue from the arrival day until the last competition day. They are expected to treat any athlete with a medical problem or injury.

- Medical personnel on duty must have clearly visible identification such as an armband or coloured vest.
- To treat athletes and officials at the venue, there must be a first aid station that is furnished with first aid equipment and supplies, stretchers and treatment tables.
- Communication with ambulance services for emergency evacuation must be established.

6. COMPETITION OPERATIONS

Competition Operations covers the preparation and operation of the ranges where Training, Elimination, Qualification and Finals take place.

6.1. RANGE FACILITY PREPARATION

The shooting ranges and how well they function are critical components of the success of every ESC Championship. OCs must begin checking and preparing the venue as soon as possible after they are designated as Championship hosts.

6.1.1. Pre-Event Inspection

Several months before the ESC Championship, the CD and qualified experts must evaluate the ranges and target systems and initiate any necessary construction, repairs or renovations. If new construction is planned, OCs must consult with their TD to ensure that any changes or new construction comply with ISSF rules and are of optimal design.

6.1.2. Range Standards and Equipment

Rule 6.3, Range and Target Standards, in the *ISSF General Regulations*, provides complete details on the standards that ESC Championship ranges must fulfil. OCs must use these regulations to evaluate their ranges, target systems and range equipment. The OC must provide all items of range equipment that are required by ISSF Rules.

For details see: *ISSF General Regulations, Rules 6.3.6 thru 6.4.21.4*

6.1.3. Rifle/Pistol/Running Target Range Preparation

The preparation of Rifle/Pistol ranges must include these actions:

- Inventory/order expendable materials for targets.
- Clean and repair back wall.
- Clean ranges.
- Ensure that range lighting requirements for the illumination of targets, firing points and indoor ranges as

stated in ISSF Rules are met (Rule 6.3.17).

6.1.4. Shotgun Range Preparation

The preparation of Shotgun ranges must include these actions:

- Order and check (as ISSF Rule 6.3.7.1) clay targets for the Qualification and flash targets for the Finals.
- Test all traps to be sure they are functioning correctly.
- Make sure spare parts are available for all components that are likely to need replacement during the ESC Championship.
- Provide information to the ESC Technical Delegate (with versions/releases/age) regarding the manufacturer of the OC's clay target machines, sequencers, scoreboards for Qualification, scoreboard for the Finals Range and the normal software used to handle competitions (such as Elettronica Progetti, LaPorte, etc.). This information must be coordinated with the Official ESC Results Provider.

6.2. ELECTRONIC SCORING TARGETS

ESC Championship ranges must be fully equipped with ISSF-approved ESTs (ISSF Rule 6.4.1.9). Further, all Championship ranges must have SIUS ESTs for 50m, 25m and 10m Finals in accordance with an ISSF contract with SIUS AG. The OC is responsible for ensuring that its ESTs are properly maintained with correct components to function reliably and accurately. A special sponsor agreement with SIUS AG is valid for ESTs in ECH.

6.2.1. Ranges with ESTs

Service and maintenance arrangements for all ESTs must be made before the ESC Championship. The OC is obligated to be loyal to the Sponsor Agreement between the ESC and SIUS AG and the Duty Sheets I and II.

6.2.2. Temporary EST Installation for 50m, 25m and 10m

If the ESC Championship venue is not equipped with SIUS EST to conduct 50m, 25m and 10m Rifle/Pistol/Running Target events, the OC must contract SIUS AG regarding the rental of targets and electronic equipment (computers, software etc.) according to Duty Sheet I.

6.3. SPECIAL FUNCTION LOCATIONS

During ESC Championships, there are several functions that must have dedicated areas at the Championship venue. OCs must designate those areas within the venue or they may need to rent or bring in temporary facilities to fulfil the following requirements:

- Firearms Storage (must be a secure area).
- Equipment Storage (must also be a secure area).
- TD Office, with desk, chairs, printer and Internet connection.
- Jury Room(s), with table, chairs and Internet connection.
- Equipment Control area. A room with a minimum of **100m²** must be available for this function.
- Control rooms for the Results Provider and Classification Jury to use on each range (should be separate rooms if possible). Computers with competition operations software are housed in these rooms.
- Doping Control (see Section 7.5 of these *Guidelines*).

6.4. EQUIPMENT CONTROL

Rifle/Pistol/Running Target OCs must establish an Equipment Control section with facilities, equipment and staffing that enables them to carry out arms and equipment controls in compliance with ISSF Regulations.

- Rifle Equipment Control must be conducted in accordance with the *Rifle Equipment Control Guide*. Download from the ISSF Website under Rules, Amendments and Interpretation.
- Pistol Equipment Control must be conducted in accordance with the *Pistol Equipment Control Guide*. Download from the ISSF Website under Rules, Amendments and Interpretation.
- For ISSF Shotgun Championships, Shotgun Equipment Control must be conducted in accordance with the *Shotgun Equipment Control Guide*. Download from the ISSF Website under Rules, Amendments and Interpretation.
- The OC must provide all items required for the conduct of Equipment Control according to the equipment lists in the Equipment Control Guides.
- The OC must establish a method of managing inspections so that athletes are not required to stand in a queue for long periods of time (assign numbers, sign-up for inspection times, etc.).

For details see: *Rifle Equipment Control Guide*, *Pistol Equipment Control Guide* and *Shotgun Equipment Control Guide*.

6.5. CONDUCT OF COMPETITIONS

Elimination, Qualification and Finals on each ESC Championship range (50m, 25m, 10m, Shotgun, Finals) must be conducted in accordance with ISSF Rules and Regulations.

Competition operations also include the functions of the Classification Office and Results Provider.

6.5.1. Rifle/Pistol/Running Target Competitions

50m, 25m and 10m Rifle and Pistol events must be conducted in accordance with applicable *ISSF Rules and Regulations*.

6.5.2. Shotgun Competitions

Shotgun events must be conducted in accordance with applicable *ISSF Rules and Regulations*. For details see: *Training Manual Rifle for ISSF Range Officers and Judges*, *Training Manual Pistol for ISSF Range Officers and Judges*, *Training Manual Shotgun for ISSF Range Officers and Judges* and *Training Manual Running Target for ISSF Range Officers and Judges*.

6.5.3. Classification Office

The Classification Office is responsible for conducting all matters related to competition results in accordance with ISSF Regulations:

- Compile records sent by all ranges.
- Produce Intermediate, Preliminary and Final Results in cooperation with the Official ESC Results Provider.
- Maintain all official scoreboards.
- Record violations of ISSF Rules.
- Provide information for the public announcer.
- Provide information for range bulletin boards and distribution to participating teams and officials.
- Produce Official Results after verification by Classification Jury.
- After the Results have been produced, store Range Incident and Malfunction Scoring Computation Forms.

6.5.4. Official ISSF/ESC Results Providers

To ensure that competition results are produced quickly and accurately according to ISSF-approved formats and with a system that is fully compatible with the ISSF Athlete database, the ISSF Online Registration Service and the ISSF Results database, the ISSF requires the use of an ISSF-approved electronic competition management and results system. An Official ESC Results Provider for Rifle/Pistol/Running Target and Shotgun is selected by the ISSF Executive Committee/ESC Presidium to fulfil these requirements:

- Receive entry data from the ISSF Online Registration Service.
- Conduct draws to produce start lists for Pre-Event Training, Elimination, Qualification and Finals round competitions.
- Produce Intermediate, Preliminary and Final Results in ISSF approved formats.
- Manage scoreboard operations during competitions.
- Provide TV graphics for TV during Finals round competitions.
- Provide Internet posting of live results at the ESC website.
- Produce hardcopies of all Final Results according to ISSF Rules.

6.5.5. Rifle/Pistol/Running Target Results Provider

The Official ESC Rifle/Pistol/Running Target Results Provider is SIUS AG (contracted through the year 2019).

6.5.6. Technical Officers for Rifle/Pistol/Running Target Competitions

According to a Sponsorship Agreement between the ESC and SIUS AG, the SIUS AG service is governed by the Duty Sheet I.

6.5.7. Shotgun Results Provider

The Official ISSF/ESC Shotgun Results Provider is SIUS AG according to Duty Sheet II.

6.5.8. Results Operations

When working with the Official ESC Results Provider during Rifle/Pistol/Running Target events, the centre of operations is the Control Room at each range where the control or ranking computer for that range is located. The Results Provider Technical Officer, a Classification Officer and a Classification Jury Member work at this location.

- Copies of all Range Incident Reports (Form IR) and Malfunction Scoring Computation Forms (25m, Forms RFPM and STDP) must be sent to this location.
- After posting Preliminary Results on the Range Bulletin Board (10 min. protest time, ISSF Rule 6.16.6.1) and the confirmation of Results after the resolution of any Protests and Shoot-offs, official results are produced.
- It is the responsibility of the Classification Office to disseminate all Results Lists, and for the Classification Office to store all results data and documents from the Range Control Room(s).

Resource: *Manual for ISSF Classification Officers*

6.6. CONDUCT OF FINALS

The OC must make preparations to conduct all Finals in accordance with ISSF Rules 6.17 (Rifle/Pistol) or 9.17

(Shotgun).

6.6.1. Staff for Conducting Finals (ISSF 6.17.1.10 or 9.17.2.6)

The proper conduct of Finals requires the following qualified staff members:

- Chief Range Officer (CRO): Responsible for conducting Rifle/Pistol Finals. The CRO must be able to give Finals commands in clear English.
- Chief Referee (CR): Responsible for conducting Shotgun Finals. The CR must be able to give Finals commands in clear English.
- FOP Announcer
- Jury Member-in-Charge. The Competition Jury must designate one (1) Jury Member-in-Charge who normally is seated next to the CRO or Chief Referee during the Finals.
- Juries. One (1) other Member of the Competition Jury (Rifle, Pistol or Shotgun) and one (1) Member of the Classification Jury (Rifle/Pistol only) may be on the FOP during the Finals. Other Jury Members may be seated at the rear of the FOP so that the Jury can confer if there is a protest. One (1) Member of the Classification Jury should be in the Range Control Room during the Finals. The Competition Jury supervises the conduct of the Finals and is responsible for deciding any rules issues that arise during the Finals.
- Finals Protest Jury. For each Finals, the Chairman or one (1) Member of the Jury of Appeal, the Jury Member-in-Charge and one (1) other Member of the Competition Jury must be designated as the Finals Protest Jury. If a protest is made during a Finals, the Finals Protest Jury must decide the protest.
- Scripts for Finals (Rifle, Pistol and Shotgun) are available from the ISSF Headquarters and must be used in conducting the Finals.

Resource: ISSF *Commands and Announcements for Finals*

6.6.2. Finals Range Layouts

The ISSF/ESC is especially concerned about the precise layout of the Finals ranges and controlling the personnel who are on the FOP during Finals. The ISSF/ESC wants to keep the focus of TV, media and spectators on the athletes and their performances in order to attain the best possible presentation of the Finals. Precise layouts for Rifle, Pistol and Shotgun Finals ranges and designations of personnel who should be on the Finals range FOP are described in details in the ISSF document *Guidelines for Accreditation, Finals Ranges and Award Ceremonies*. Finals CROs must obtain this document and study it as they prepare their plans for conducting Finals.

Resource: ISSF *Guidelines for Accreditation, Finals Ranges and Award Ceremonies*

6.6.3. Special Equipment for Finals Range

Finals Ranges for Rifle/Pistol and Shotgun must be equipped with:

- High speed Internet connections at the Results Producer Control Room and TV.
- Control Room for results production.
- Electronic scoreboard (LCD projector and screen for Rifle/Pistol).

6.6.4. Field of Play (FOP) Access during Finals

Access to the FOP during Finals must be strictly limited in order to give finalists the best conditions for competing and to give television, spectators and the media the best possible views of the Finals competitions. The TD will coordinate with the CD to determine the officials and personnel who are authorized on the FOP during the Finals and what restrictions will be placed on their locations and movements.

- TV: One (1) or two (2) cameramen with hand-held cameras are allowed to move freely in the area behind the finalists.
- Pool Photographers. A maximum of two (2) additional Pool- Photographers may be allowed to move according to pre-agreed instructions in the area behind the finalists. The ESC Media Officer in coordination with the TD and OC Communication Manager will decide if additional photographers will be given access to the FOP.
- Non-Pool Photographers may be given limited (fixed photo position on the left and right side) access to the FOP.

6.6.5. Reserved Positions/Seating

Seating or special positions for the following personnel must be designated and marked (This should be done in consultation with the TD) in an area immediately behind or to the sides of the FOP:

- ISSF/ESC TD: One (1) seat to the side of or immediately behind the FOP should be reserved for the TD.
- Coaches: Eight (8) or six (6) seats must be reserved for one (1) coach for each finalist. No more than one (1) coach per finalists should be given access to the coaches' seats at the rear of the FOP.
- VIPs: A reasonable number of seats must be reserved immediately behind the FOP for dignitaries, ESC officials and NF officials.
- Jury Members: Competition Jury Members on duty, Jury of Appeal and Classification Jury Member on

- duty.
- Athletes, Coaches and Team Leaders: A separate area may be designated for team member seating or team members may sit in the general spectator area.
- Other seating may be reserved for other Jury Members (not on duty), media representatives and industry representatives (companies providing service).

6.6.6. Rifle/Pistol Finals

Rifle/Pistol Finals must be conducted according to ISSF Rule 6.17.

6.6.7. Shotgun Finals

Shotgun Finals must be conducted according to ISSF Rule 9.17.

7. COMPETITION SUPPORT

Competition Support does not include Competition Operations, but otherwise includes all functions and services that directly support the conduct of competitions such as arms storage, armourer services, transportation, anti-doping testing and award ceremonies.

7.1. FIREARMS AND EQUIPMENT STORAGE

Secure facilities must be provided at the range for the storage of firearms, ammunition and shooting equipment. The plans and personnel for arms storage operations must facilitate the rapid issuance of arms to all athletes before the start of competition events. 24-hour protection must be provided for the Firearms Storage Centre. Secure storage facilities for athletes' equipment bags or cases must also be provided as close as possible to the 50m and 10m ranges.

7.2. COMMUNICATIONS

One of the keys to a great Championship is to carry out an effective communications program. Participation is enhanced when teams and athletes are well informed regarding all aspects of the Championship. Good communications programs strive to eliminate surprises for participants and to reach spectators and media with information that will encourage them to follow the Championship.

7.2.1. Official Program (see Section 4.2 of these *Guidelines*)

The first communications step for all ESC Championships is the distribution of an Official Program that provides detailed information about all technical aspects of the Championship.

7.2.2. Pre-Championship Communication

OCs are encouraged to establish a website for their ESC Championship that offers detailed, regularly updated information about the ESC Championship. A website can be a very effective means of informing teams of any changes in the program or new developments that will affect the competitions. If a Championship website is not available, additional information bulletins can be distributed by sending email updates to all NFs that have entered athletes in the ESC Championship.

7.2.3. Technical Meeting (ISSF Rule 6.6.4)

Each ESC Championship must conduct a Technical Meeting on the Official Training Day (day after arrival, the day before the first competition). All team leaders and coaches must be notified of the time and location of this meeting (this information should be included in the Official Program). The purpose of the Technical Meeting is to welcome teams to the ESC Championship, introduce competition officials, present new information that was not included in the Official Program and answer questions from team leaders and coaches. The CD should conduct the Technical Meeting with assistance from the ISSF/ESC TD.

The meeting must be conducted in English, but interpretation may be provided. A loudspeaker system should, if possible, be available. A model Technical Meeting Agenda is available at **Annex E**.

7.2.4. Information Distribution Centre

Each ESC Championship must have an Information Distribution Centre where printed information bulletins, competition start lists and official results lists are distributed to participating teams.

7.2.5. Official Bulletin Board (Main Scoreboard, ISSF Rule 3.5.2.5)

An official bulletin board or main scoreboard must be set up where copies of all official notices and official final results must be posted (ISSF Rule 6.4.2, e.).

7.2.6. Range Scoreboard (ISSF Rule 6.4.2, e.)

An official range scoreboard must be designated near the entrance and smaller range scoreboards near the control room to each range where copies of all Preliminary Results must be posted. The posting of Preliminary Results as

soon as possible after each relay and stage and completion of each event must display the time of posting and the end of protest time.

7.3. TRANSPORTATION SERVICES

The OC must make arrangements to provide required transportation services from the Arrival Day through the Departure Day. This service must be free of charge except that an additional airport fee authorized by the ESC Presidium may be charged (see Section 4.3.2 of these **Guidelines**). The transportation schedule must provide the following services:

- Airport to hotels for arriving and departing teams and ESC officials.
- Airport to range for arriving and departing firearms and equipment.
- Hotels to range for teams.
- Hotel to range for ISSF/ESC TD.
- Hotel to range for Jury Members (one (1) mini-bus).
- Hotel to range for Official ESC Results Provider Staff (one (1) mini-bus).
- The transportation plan must designate pick-up and drop-off areas. Arrivals at the range must be scheduled to begin at least one (1) hour before the start of the first competition. Departures from the range must be scheduled to end at least one (1) hour after the last competition or award ceremony.
- Special arrival and departure schedules may be required for personnel who must remain at the range after athletes and officials have left the range such as Anti-Doping personnel.
- Transportation schedules must be posted at the range and in official hotels.

7.4. DOPING CONTROL TESTS

Doping Control Tests must be conducted according to the **ISSF Anti-Doping Regulations** (see Section 4.4.1 of these **Guidelines**)

- A team of Anti-Doping specialists qualified to conduct the testing in accordance with WADA and ISSF requirements must perform the testing.
- A WADA-accredited laboratory must perform the evaluation of samples.
- The OC must pay the costs of the Doping Control Tests and the sample evaluations.
- The OC must pay the costs for the appointed ESC Anti-Doping Officer.

For details see: *ISSF Test Distribution Plan*

7.4.1. Facilities and Equipment for Doping Control Tests

OCs must provide the following facilities and equipment for the testing:

- Two (2) adjoining rooms that can be locked.
- A separate toilet must be available near these rooms.
- Equipment: Table, chairs and refrigerator that can be locked.

7.4.2. Doping Control Forms

Forms available from the ISSF Headquarters must be used. All **Doping Control Forms** must be turned over to the TD who will forward them directly to ISSF Secretary General immediately after the Championship. Official results from the laboratory must be sent unopened and without delay directly to the ISSF Headquarters.

7.5. AWARD CEREMONIES

Awards Ceremonies must be conducted according to **ESC General Regulations 12.1 – 12.3.6**. Award ceremonies should take place as soon as possible after the Finals is over. Exact details how to conduct Award Ceremonies are specified in the document: ***Guidelines for Accreditation, Finals Ranges and Award Ceremonies***

7.5.1. Medals and Awards

- Gold, Silver and Bronze medals must be presented to the first, second and third place winners in each ESC Championship event as soon as possible after the results are final.
- The OC will provide Gold, Silver and Bronze medals (individual and team).
- OCs may provide flowers or special gifts to the three (3) medallists.

7.5.2. Medals

- Minimum diameter of 60mm (individual and team)
- Thickness of 5 mm minimum
- Weight 100 grammes minimum
- ESC logo
- Engraving at the back (Event/category/ year if not at the front).

7.6. SPECIAL CEREMONIES AND CULTURAL EVENTS

OCs have broad discretion in organizing special ceremonies and cultural events that may be held in conjunction with the ESC Championship.

7.6.1. Opening Ceremony

ESC Championships should be inaugurated with an Opening Ceremony that is held on either the first day of competition or the day before. The Opening Ceremony may be a formal ceremony with cultural presentations or a brief opening where participants are welcomed and the flags of the ESC and host nation are raised. The ESC Anthem should be included in the Opening Ceremony.

7.6.2. Closing Ceremony

A brief Closing Ceremony may be held on the last competition day.

7.6.3. Social Program

Each OC is encouraged to organize and conduct at least one social event where all ESC Championship participants are invited such as an opening reception, a closing banquet or a similar activity.

7.6.4. Cultural Program

Social and cultural events are encouraged and may be organized at the discretion of the OCs. These events should display and celebrate the culture and traditions of the host nations so that participants can gain a better understanding of the culture of that nation.

8. AFTER THE ESC CHAMPIONSHIP

After the ESC Championship, there are a series of reports that must be completed so that a permanent record of the Championship is established.

8.1. OFFICIAL RESULTS BOOK (ISSF Rule 6.14.3)

Each Championship must produce an “Official Results Book” that includes the following:

- Cover Page – Index
- Results Certification Letter
- Lists of ISSF/ESC TD, Juries and key Competition Officials
- Entry List by Number / by Nation
- Final Schedule
- Medallists by Event
- Medal Standings
- Records Broken / Equalled
- Official Final Results, the will produce a complete, standardized Official Results Book for each ESC Championship. The Results Book with all official results will be available to all Championship participants as well as to all interested persons on the ESC website. A memory stick will be provided to the NF and Jury members. It will no longer be necessary for OCs to produce printed copies of the Official Results Book; this requirement will be fulfilled electronically by OC.

8.2. DOPING CONTROL TESTS

All completed Doping Control Forms must be turned over to the TD so that they can be forwarded to ISSF Headquarters. When test results are received, those results must remain unopened and immediately be forwarded to ISSF Headquarters.

8.3. OFFICIAL REPORTS

- **Technical Delegate.** After each ESC Championship, the TD must prepare a report on the Championship. The TD must submit this report together with the reports of the Jury Chairmen to the ISSF and ESC Secretary General (see Section 5.3 of these *Guidelines*).
- **Jury Chairmen.** After each ESC Championship, every Jury Chairman must prepare a report on the conduct of the competitions and submit it to the TD.

8.4. ENTRY FEE ACCOUNTING

ISSF Headquarters will send each OC an invoice for the payment to the ISSF of Euro 5.00 per athlete per event. These funds must be remitted to the ISSF as soon as possible after the invoice is received.

ESC Office will send each OC an invoice for the payment to the ESC of Euro 35.00 per athlete per event. These funds must be remitted to the ESC within 30 days after each European Championship.

8.5. REPORT FROM THE ESC CHAMPIONSHIP

All ESC Championship OCs are requested to prepare a report regarding the conduct of their competition. The ISSF/ESC will provide a “Championship Evaluation Form” for each OC to use in preparing their reports. Reports

will cover these areas:

- **General Summary of the ESC Championship.** Summarize the important details concerning the ESC Championship.
- **Highlights and Successes.** What were the highlights or most outstanding features of your ESC Championship? The ISSF and ESC are especially interested in accomplishments that could be models for other OCs.
- **Lessons Learned.** What problems or challenges were encountered that helped the OC learn better ways to organize the Championship?
- **Recommendations to the ESC.** Are there ISSF/ESC regulations or procedures that should be re-evaluated as a result of the OC's experiences in organizing an ISSF/ESC Championship?

ANNEXES:

- _ **ANNEX A** – Summary of Organizing Committees Requirements
- _ **ANNEX B** – Summary of ISSF Support for Organizing Committees
- _ **ANNEX C** – ISSF Resources for Organizing Committees
- _ **ANNEX D** – Organizing Committee Information Form
- _ **ANNEX E** – Model Technical Meeting Agenda

ANNEX A

SUMMARY OF ORGANIZING COMMITTEES REQUIREMENTS

This Annex summarizes the specific obligations or requirements that Championship OCs are required to fulfil. OCs should use this Annex as a checklist to ensure their compliance with ISSF/ESC requirements.

*Note: References are made to appropriate sections in these **Guidelines***

A.1 (Ref. G1.3) ISSF Championship Organizers' Workshop

Each OC should send a representative to the ISSF Championship Organizers' Workshop in the year prior to the ISSF/ESC Championship at their own cost. Each OC is encouraged to send representatives to the workshop two (2) years prior to the Championship, at their own cost. Other future OCs are invited to participate at their own cost any year.

A.2 (Ref. G3.2, b.) Championship Contact for ISSF Headquarters

Each OC must identify a contact person for ISSF Headquarters. OCs must provide the name and contact information for this contact person to ISSF Headquarters as soon as possible after being selected to host an ESC Championship.

A.3 (Ref. G3.4.7) OC Contact Persons (for ISSF Headquarters)

Championship OCs must notify ISSF Headquarters regarding the appointment of OC staff members who will serve as liaisons with ISSF Headquarters by providing a completed **Organizing Committee Information Form (Annex D)**. This form must be turned in to ISSF Headquarters and ESC Office not later than the end of the ISSF Championship Organizers' Workshop in the year prior to the ISSF Championship:

- 1) Entry and Accreditation Service
- 2) Contact person for Official ISSF Results Provider (SIUS AG)
- 3) Media Service
- 4) Industry Relations Official

A.4 (Ref. G2.3, e.) NF Jury Member Appointments

For each Championship Jury, OCs must nominate one (1) Jury Member who is a member of their NF and who holds a valid ISSF Judges License. These nominations must be submitted to ESC Presidium not later than the ISSF Championship Organizers' Workshop in the year prior to the ESC Championship.

A.5 OC Support for ESC Personnel

OCs must provide support for the ISSF/ESC TD, Jury Members, ESC Finals FOP Announcer and Technical Support Staff in accordance with the following requirements:

A.5.1 Travel Support (ISSF Rule 3.4.7)

In accordance with decisions made by the ESC Presidium, each OC must provide travel support for ESC personnel as follows:

- ISSF/ESC TD: Refund the full cost of international travel, in economy class, and visa expenses, if necessary.
- Jury Members, Media Officer, Anti-doping Officer: Refund the cost of international travel and visa expenses, if necessary, up to a maximum of Euro 900.00.

A.5.2 Local Transportation

The OC must provide local transportation for ESC personnel as follows:

- Bus transportation from the arrival airport to the hotels or ranges as required.
- ISSF/ESC TD: Dedicated transportation.
- Jury Members: One (1) shuttle bus dedicated to Jury Members.
- ESC Result Provider: One (1) car or shuttle bus.
- Teams: Scheduled buses from the official hotels to the ranges.

A.5.3 Hotel Accommodation

The OC must provide single room hotel accommodation in the same hotel for ESC personnel as follows:

- ISSF/ESC TD.
- Jury Members.
- ESC Results Provider Technical Officers.

A.5.4 Meals

The OC must provide meals or a daily allowance for meals (per diem, this is preferred) for all ESC personnel from their day of arrival until their departure as follows:

- ISSF/ESC TD.
- Jury Members.
- ESC Results Provider Technical Officers.

A.5.5 Work Space

The OC must provide offices or working locations for ESC personnel as follows:

- ISSF/ESC TD: One (1) dedicated office with a desk, chairs, power, printer and an Internet connection.
- Juries Members: One (1) or more Jury rooms, with a table, chairs, power and an Internet connection.
- ESC Event Manager: Dedicated workspace in the entry and accreditations area with a desk, chair, power, printer and an Internet connection.
- ESC Results Provider: Workrooms or workspaces close to the permanent technical installations.

A.6 (Ref. 4.1) Prepare and Submit Schedule for Approval

Each OC must prepare a **Schedule of Events** in accordance with Section 4.1 of these *Guidelines*. Draft schedules must be forwarded to the ESC Presidium and TD (if the TD has been appointed) for review and approval.

A.7 (Ref. 4.2) Draft and Submit Official Program for Approval

Each OC must prepare an Invitation and *Official Program* in accordance with Section 4.2 of these *Guidelines*. A standardized draft of the program is provided by the ISSF Headquarters. Completed drafts should be forwarded to the ISSF Event Manager and TD (if the TD has been appointed).

A.8 (Ref. 4.2.3) Entry and Registration Forms

Standardized entry and registration forms must be obtained from the ESC Office to be distributed with the *Official Program*. The OC must provide a copy of its Championship logo to ISSF Headquarters so that the forms can be prepared.

A.9 (Ref. 4.4.1) Doping Control Tests

Each OC must make arrangements to test athletes in each event in accordance with the *ISSF Test Distribution Plan (TDP)*. The OC must contract with a WADA-accredited laboratory to analyze all samples that are collected. The OC must pay the costs of these tests.

A.10 (Ref. 6.5) Support for the Official ISSF/ESC Results Provider (SIUS AG)

The OC must use and support the Official ISSF/ESC Results Provider for producing all official results according to Duty Sheets I and/or II.

ANNEX B

SUMMARY OF ISSF SUPPORT FOR ORGANIZING COMMITTEES

The ISSF guarantees that it will provide the following services and support to assist OCs in the conduct of each ISSF Championship.

B.1 ISSF Services

The ISSF provides the following services to ISSF/ESC Championship OCs:

- ISSF Athlete and Official Database. The ISSF maintains a master database of athletes and officials with accurate name spellings, official ISSF ID numbers, photos, biographical information and competition history.
- ISSF Online Registration Service. The ISSF provides a central, ISSF Online Registration Service where all NFs can make their entries for all ESC Championships.
- ISSF Accreditation System. This facilitates the production of accreditation badges at the ESC Championship venue.

B.2 Entry Fee Revenue (ISSF 3.7.4.5 and ESC General Regulations 7.1)

- ISSF and ESC regulations authorize OCs to charge entry fees of Euro 170.00 per athlete per event and Euro 50.00 per official. OCs are authorized to retain all except Euro 35 per athlete per event to be paid to the ESC and Euro 5.00 per athlete per event to be paid to the ISSF.

ANNEX C

ISSF RESOURCES FOR ORGANIZING COMMITTEES

Several documents and other resources are available from ISSF Headquarters to assist OCs in their preparations. The publications listed below are available at the ISSF Headquarters or for download on the ISSF website.

C.1 ISSF Rules and Regulations

The *ISSF Rules and Regulations* (Edition 2013, First Print 11/2012) provide detailed requirements for the conduct of all ISSF Championships.

C.2 ISSF Guidelines and Manuals

The following ISSF Guidelines and Manuals are referenced in these Guidelines and should be used by OC personnel who work in these respective areas.

- *ISSF Corporate Identity and Design Policy*
- *ISSF Dress Code*
- *Guidelines for the Organization of the Media Work* (in preparation)
- *Guidelines for Accreditation, Finals Ranges and Award Ceremonies*
- *Manual for ISSF Classification Officers*
- *Training Manual Rifle for ISSF Range Officers and Judges*
- *Training Manual Pistol for ISSF Range Officers and Judges*
- *Training Manual Shotgun for ISSF Range Officers and Judges*
- *Training Manual Running Target for ISSF Range Officers and Judges*
- *Commands and Announcements for Finals*
- *Rifle Equipment Control Guide*
- *Pistol Equipment Control Guide*
- *Shotgun Equipment Control Guide*
- *Guidelines for Judges Licenses (Annex “J” to ISSF General Regulations)*
- *Guidelines for Shotgun Referees Licenses (Annex “S” to ISSF General Regulations)*
- *Rules for Filing and Deciding Protests (Annex “P” to ISSF General Regulations)*
- *ISSF Anti-Doping Regulations (part of the ISSF Rules and Regulations)*
- *ISSF Test Distribution Plan*

C.3 Presentations from ISSF Championship Organizers’ Workshop

Presentations and documents from the workshop may be found on the ISSF Organizers Page of the ISSF website.

C.4 Official Program, Entry and Registration Forms

The ESC Office may provide a standardized draft of the Official Program and also the following entry and registration forms customized with the ESC Event Logo:

- Preliminary Entry Form
- Final Entry Forms
- Preliminary Hotel Form
- Final Travel Information Form
- Final Hotel Reservation Form
- Final Rooming List Form
- VISA Support Form
- Firearm and Ammunition Form
- Media Accreditation Form



ORGANIZING COMMITTEE INFORMATION FORM FOR ESC CHAMPIONSHIPS

General Information:

Name of Championship:	
Location:	
Dates:	
Competition Director:	
ISSF/ESC Contact Person:	
Address of Organizing Committee:	
Phone:	
Fax:	
Mobile:	
E-mail:	
Championship website:	
Venue Internet access:	Modem ISDN DSL

Designated Person for:	Entry and Accreditation Service	Results Provider (SIUS AG) Contact
	Entry Official:	Results Manager:
Phone:		
Fax:		
Mobile:		
E-mail:		

Designated Person for:	Media Service	Industry Relations Contact
	Communication Manager:	Industry Relations Official:
Phone:		
Fax:		
Mobile:		
E-mail:		

MODEL TECHNICAL MEETING AGENDA

DATE D MMM YYYY

TIME hh:mm **LOCATION** Finals

Hall **PRESIDING** Competition

Director

EQUIPMENT LCD Projector, Speaker System

INTERPRETATION (as needed)

ATTENDING All Team Leaders and Coaches are invited

Agenda:

- Welcome by Competition Director
- Comments by OC President/Chairman
- Comments by ESC President or Vice President (if present)
- Introduction of ISSF/ESC Technical Delegate
- Comments by ISSF/ESC Technical Delegate
- Introduction of Jury Members
- Introduction of Chief Range Officers, Competition Officials

Discussion Items (select topics as required for the presentation of information not included in the Official Program):

- Competition Schedule – any schedule changes must be explained
- Training Schedule – any schedule changes must be explained
- Special training times for practicing the new 2013 ISSF Finals
- Safety Procedures and Special Range Rules
- First Aid, medical and emergency procedures
- Information Centre and Scoreboards (locations)
- Transportation information
- Firearms and Equipment Storage Procedures
- Gunsmithing and Industry Service
- Competition Procedures
- Finals Procedures
- Award Ceremony Procedures
- TV and Media Operations (interviews)
- Other topics as required

Questions from Team Leaders and Coaches Closing Comments by the Competition Director