



# **ASC CHAMPIONSHIPS GUIDELINES**

## **1. PREAMBLE**

These Guidelines have been developed for Organizers of the ASC Championships to be used in the submitting Applications, preparing and conducting the Championships. The Guidelines are prepared in accordance to the ISSF/ASC General Regulations and are an official part of the ASC Rules and Regulations.

As per ISSF/ASC General Regulations, the Organizer must be an ASC Member Federation in good standing and its Organizing Committee of Championship must be established.

## **2. TERMS AND ABBREVIATIONS**

<b>FOP</b>	–	Field of Play
<b>GR</b>	–	The current version of the General Regulations
<b>NOC</b>	–	National Olympic Committee
<b>HN</b>	–	Host National Federation
<b>OC</b>	–	Organizing Committee
<b>TD</b>	–	Technical Delegate

## **3. GENERAL ORGANIZATIONAL MATTERS**

### **3.1 ORGANIZING COMMITTEE**

In accordance with the ASC/ISSF GR the OC is responsible for administrating and delivering the Championship. It is recommended that the OC should include representatives of:

- governmental bodies responsible for sports development in their country
- the NOC
- the Ministry of Internal Affairs
- the Ministry of Finance
- the regional government where the Competition will be held
- gun control agencies

The OC shall appoint a General Director or a Competition Manager (it is recommended to appoint the HNF President or Secretary General to this position) and a Chairman or a President of OC.

### **3.2 GENERAL DIRECTOR**

The General Director shall:

- set the standard for the Organizing Committee policy
- establish ties with the government and the NOC
- ensure and declare to the ASC that the designated competition venue and FOPs comply with the ISSF/ASC Rules and Regulations, in particular with these Guidelines, the

ISSF/ASC GR and the ISSF General Technical Rules, ensure that the competition venue is prepared for the Championship

- interact with the TD and advise on the venue preparation and the organization of the Championship, arrange a visit of the TD for a preliminary inspection of the venue, or provide photos and layouts for its remote assessment
- interact with the ASC headquarters
- organize interaction with the official result provider of the Championship in advance to ensure implementation of its requirements
- select and train competition staff, which shall have English language skills to communicate with athletes, coaches, referees and jury members, carry out overall management of staff involved in the preparation and conduct of the Championship
- establish interaction with organizations that can provide volunteers
- prepare and approve the General Information Letter
- ensure that all participating teams and officials are informed and kept up to date about all relevant aspects of the Championship
- provide visa support to participants and guests

### 3.3 DIRECTORATE

The General Director shall establish the Directorate which shall support the General Director in carrying out his functions and shall be in charge of the proper execution of the Championship.

The Directorate shall consist of:

- Chief of Judges and Range Officials
- Venue Manager
- Entry and Accreditation Manager
- Medical Services and Doping Control Manager
- Logistic section: Accommodation Manager and Manager of Transportation
- Treasurer
- Sport Presentation Manager (if necessary)
- Media officer (if necessary)
- Coordinator of TV Production (if necessary)

The composition of the Directorate and the number of members may vary depending on the competition level and the number of participants.

### 3.4 CHIEF OF JUDGES AND RANGE OFFICIALS

In accordance with the GR and in coordination with the TD, and under the directions and with the approval of ASC HQ, the Organizer shall be responsible for providing a sufficient number of experienced judges and range officials. One of the judges shall be appointed as the Chief of Judges and one of the range officials as Chief Range Official.

The Chief of Judges and Range Officials shall:

- ensure general management of the judges/referees/range staff
- prepare a list of local judges/referees/key range staff and provide it to the ASC headquarters for approval

- participate in the preparation of the schedule of the competition program
- allocate the responsibilities among judges/referees/range staff
- ensure that the referees comply with the ISSF rules and supervises the quality of their work
- supervise the draws of the participants performed by the result provider
- supervise the handling of written and oral protests
- prepare a daily report about the work of the judges/referees/range officials, taking into account comments and suggestions, and send it to the General Director and the TD
- ensure on behalf of the referees the coordination with the TV Crew, if TV production is taking place
- ensure coordination with the respective official result provider of the Championship
- sign the results protocol together with the official result provider after the end of each competition

#### **4. REQUIREMENTS FOR SPECIFIC AREAS**

##### **4.1 VENUE**

(Persons in charge: General Director, Chief Referee, Venue Manager)

Ranges used for training, elimination, qualification and competition finals (hereinafter jointly referred to as the "Venue") shall comply with the standards specified in the current ASC/ISSF Rules and Regulations, in particular with the ISSF General Technical Rules.

The following requirements are to be observed:

- The Venue shall have been successfully used for previous (test) competitions
- Rifle and Pistol shooting ranges shall be equipped with ISSF approved electronic targets.
- A separate finals range/hall is required (specifically for 10m & 50m Events).
- The number of targets/ranges is specified in the GR, unless otherwise agreed upon with the ASC/ISSF headquarters.
- FOPs should be sufficiently protected from wind, sun and rain.
- The Venues shall have corresponding separate facilities for competition management sports equipment storage, jury, doping control, food service, as specified in the ASC/ISSF GR and the ISSF General Technical Rules.

After the competition, the OC shall follow the required government, federation and organizer procedures for the cleaning of the Venue, including the recovery of lead and used expendable materials for environmental protection and nature saving. Special attention shall be paid to the recovery of lead and its wastes.

##### **4.2 OFFICES AND FUNCTIONAL AREAS**

Person In charge: General Director /Venue Manager

## **GENERAL REQUIREMENTS**

The Organizers should provide sufficient number of properly equipped rooms and areas for efficient work of judges and competition officials. The venue must be cleaned daily after the end of working hours.

## **FUNCTIONAL AREAS**

- Equipment Control Centre in accordance with the ISSF General Technical Rules.
- Entry Confirmation Desk where the team representatives can verify their team's entries and make entry fee payments.
- Accreditation Centre for issuing the accreditation cards should be located near the Entry Confirmation Desk.
- Armory with sufficient storage space and shelving and sufficient staff to ensure security and quick service of athletes.
- Information Centre or Information Desk to distribute start lists, results lists, and information bulletins to team leaders, athletes and coaches.
- Official Bulletin Board or Main Score Board to post copies of all official notices, start lists and official final results.
- Athlete Rest Area. Athletes who are not training or competing must have adequate comfortable rest areas with tables & chairs.
- Technical and Organizational Meeting Area. Place to hold technical meeting and other meetings with teams' representatives.
- Media Room/ Press Centre (if necessary). The capacity and end equipment depends on the number of media representatives accredited for competition.
- Industry Service, Sales and Exhibition Area (if necessary). It is recommended to provide convenient work place for technicians of companies and sellers of the shooting equipment.
- Toilets. Every venue must have sufficient male and female toilets to serve all athletes, officials and, preferably, separate toilets for spectators who attend the Championship. If sufficient permanent toilets are not available, portable toilets should be rented.
- First Aid Room. To be arranged.

## **5. PROGRAM**

(Persons in charge: General Director, Chief of Judges and Range Officials, Venue Manager).

General Director, Chief of Judges and Venue Manager should prepare the suggestion for competition program before the championship, coordinate it with TD and submit to ASC for approval. The final program should be prepared, approved by TD and submitted to ASC at least 8 months prior to the championship.

The final program shall include the following information:

- Schedule of competitions at all stages. Convenience of spectators and possibilities of TV broadcasting should be taken into consideration.
- Pre-event trainings (PET) and unofficial trainings.
- Technical meeting with teams' representatives.
- Working hours of Equipment control center.

- Victory Ceremonies.
- Opening and closing ceremonies (if conducted).

Any further schedule changes that are made after the publication of the final Program must be approved by the TD and immediately communicated to all participating teams both through official Internet resources and information boards at the Venue and in the team hotels, as well as presented at the technical meeting. Program changes may not be made after the technical meeting except in emergency situations and subject to TD approval.

## **6. GENERAL INFORMATION LETTER**

(Person in charge: General Director)

The General Information Letter prepared by the Organizing Committee shall be submitted to the ASC upon approval by the TD at least 6 months prior to the Championship and shall be distributed by the Organizing Committee at least 5 months prior to the Championship.

The General Information Letter shall contain information on all aspects of participation in the Championship:

- date of event,
- venue of event – exact address,
- entry and visa regulations,
- regulations on the import and export of arms and ammunition,
- official hotels, prices, distance from the firing range,
- fees,
- transport service information,
- key contacts,
- bank details for cashless payment of fees and other applicable payments,
- list of deadlines for submission of information, applications, payment of fees,
- any other matter about which the OC considers as important to inform the participants,
- Official Invitation and Competition Program should be attached to the General Information Letter.

The General Information Letter and all possible amendments and changes in it should be approved by TD.

## **7. ENTRY AND ACCREDITATION**

(Person in charge: Entry and Accreditation Manager)

### **GENERAL REQUIREMENTS**

The Entry and Accreditation Manager shall

- prepare the list of entries by events according to the ASC GR at least 3 days before the official arrival day,
- prepare the list of teams' officials at least 3 days before the official arrival day,
- organize the work of the Accreditation Center at the venue of the Championship, including photographing and printing out accreditations both in advance based on the

data received from the teams and on site for the relevant participants, officials and guests.

During the championship any changes in the Entry Lists would require the approval of TD.

If ISSF Results and Information System (ISSF RIS) is used for the entry process, coordinate the exchange data with ISSF according to the ISSF GR.

## **8. DOPING CONTROL**

(Person in charge: Medical Services and Doping Control Manager)

### **GENERAL REQUIREMENTS**

The Medical Services and Doping Control Manager shall observe that

- testing is conducted according to the ISSF Anti- Doping Rules and the ISSF Test Distribution Plan (TDP),
- The detailed instructions for conducting Doping Control as provided in the ISSF Doping Control Handbook are observed.

The OC is responsible for all expenses related to doping control except expenses related to out-of-competition testing sometimes requested and required by the ISSF.

### **BEFORE THE CHAMPIONSHIP**

#### **The OC must contract with:**

- A recognized Sample Collection Authority to conduct sample collection (this will typically be the relevant country's National Anti-Doping Organization), and
- A WADA accredited laboratory to analyze samples that are collected.

The Doping Control Station operating staff includes:

- **Lead Doping Control Officer:** is the chief Doping Control Officer appointed by the Sample Collection Authority to carry out all matters related to doping control at a specific Championship. The Lead Doping Control Officer is best qualified to deal with various practical and medical issues that can occur at the doping control station. The TD (or OC Medical Chief) and Lead Doping Control Officer must coordinate their efforts daily to ensure that the Test Distribution Plan is respected, all selected athletes are tested, and doping control issues are quickly addressed and resolved.
- **OC Medical Chief** (if applicable) or the Medical Services and Doping Control Manager. The point person will be responsible for liaising with the TD and the Lead Doping Control Officer for ensuring that sample collection conducted by the Sample Collection Authority follows the TDP. Ideally, this will be a medical professional.
- **Doping Control Officer(s).** Heads the doping control process and has been trained and certified by a National Anti-Doping Organization or the Sample Collection Authority with delegated responsibility for collecting doping control samples.
- **Chaperones** (escorts) equal to the number of tests to be made for each event. The Chaperon team must be composed of at least one male and one female because both genders will always be tested.

## **DURING THE CHAMPIONSHIP**

- The Sample Collection Agency must follow all International Standard for Testing Protocols. They oversee and are responsible for the mission. They possess the qualification and certification to ensure that all protocols are correctly carried out.
- Doping Control Chief can assist in identifying and locating athletes or in other tasks requested by the SCA.

## **AFTER THE CHAMPIONSHIP**

The Sample Collection Agency must complete a Post Championship SCA Lead DCO Doping Control Report and provide it to the TD together with the original copies of all Doping Control Forms (“DCF’s”) Note: these DCF’s will eventually all be computerized (see Appendix 3 of the ISSF Doping Control Handbook for the Post Championship SCA-Lead DCO Report).

The organization and operations of the Doping Control Station should be strictly in accordance with the ISSF GL and Guidelines.

### **9. RESULTS SYSTEM**

(Person in charge: Chief of Judges and RTS Chairman Jury)

Before the championship the Chief of Judges and RTS Chairman Jury shall:

- ensure that the result system can work reliably from the scores at the targets (EST) to issuing of the result lists,
- proper working space will be provided for the operations of result system,
- there is sufficient equipment for smooth and reliable operations of the result system: computers, printers, scanners and copiers,
- There is sufficient number of qualified staff engaged in the operations of result system.

If the **ISSF** official result provider is engaged to the conduct of the championship, the preparation and operations should be organized strictly in accordance with ISSF GL.

### **10. ACCOMMODATION**

(Person in charge: Accommodation Manager)

Before the championship the Accommodation Manager shall ensure that:

- the official hotels are located reasonably close to the range,
- the hotels are of various price categories,
- the agreements with hotels are in accordance with the real needs of competition conduct,
- the hotels can provide breakfasts for athletes and officials with service starting at least 1 hour before first bus departs for the venue,
- sufficient number of single rooms is booked for TD, competition jury, ASC and ISSF representatives etc.

During the championship the Accommodation Manager shall:

- monitor the situation and be represented at each official hotel by responsible personnel,
- provide for personnel at each official hotel throughout the entire duration of the Championship,
- place an information desk with the schedule and transportation information at each official hotel.

## **11. FOOD SERVICE**

(Person in charge: Venue Manager)

The Venue Manager shall:

- plan the catering area layout assuming that each sports facility should have a restaurant/food center/catering center. If the venue has no regular restaurant, meals may be arranged in a temporary large tent in compliance with all hygienic standards,
- prepare a plan for catering at the sports facility, based on the Program, with lunch and sales of refreshments, snacks, tea, coffee and soft drinks,
- provide meals for all competition officials and staff in a convenient way,
- ensure that there are enough servings in the menu, so that all competition participants have access to all meals at the venue based on the proposed plan,
- notify the TD immediately of all cases of food related health issues and the corresponding
- Measures taken.

## **12. TRANSPORTATION**

(Person in charge: Transportation Manager)

Before the championship the transportation manager shall:

- Appoint supporting transportation personnel,
- Find out the needs and determine the contractors for providing transportation,
- Organize areas for participant pick-up at the range and near the official hotels, as well as a parking at the range for both the official transport and personal vehicles of guests, spectators and other participants,
- Post transportation schedules at the range, in hotels, at the information desk and on the official Internet resource of the Championship,
- Prepare a transport schedule for participant arrival and departure, as well as for the transportation between the hotels, ranges and airports. The planning shall take into consideration the following:
  - The first bus with teams should arrive at the range at least 90 minutes before the start of the competition,
  - The last bus with teams should leave the range no later than 45 minutes after the end of the competition or training, if no victory ceremony or other ceremonies are scheduled for that day, the departure of transport to the hotel shall not be planned for the time between the end of the competition and the victory ceremony (if one is scheduled at the end of the competition day) or during the victory ceremony.
  - Provide adequate transport for TD, ISSF & ASC representatives, Competition Jury, result provider, Doping Control Crew & Media Manager etc.



During the championship the Transportation Manager shall:

- organize the on-call duty of transportation staff at the hotel and the range for monitoring and quickly answering any requests,
- provide the responsible personnel and hired drivers with means for around-the-clock communication.

### 13. IMPORT AND EXPORT OF ARMS AND AMMUNITION

The temporary importation of sporting guns during competition must comply with local regulations of guns handling.

The OC should take all possible measures to make the procedures convenient for the participants.

### 14. SPORT PRESENTATION

(Person in charge: General Director, Venue Manager)

#### 14.1 LOGO

Each OC must create and adopt a logo that bears a graphic image of the ASC Championship and its Organizer. Logo should be approved by the ASC.

#### 14.2 REQUIREMENTS FOR LAYOUTS

The General Director and Venue Manager shall ensure the presentable appearance of the ranges and entire venue during all competitions: It should be clean and attractive.

#### 14.3 REQUIREMENTS FOR CEREMONIES

The General Director and the OC shall ensure that:

- An Opening Ceremony (the format is determined at the Organizers' discretion) is staged on either the first day of the Championship or the day before (considering that athletes may start to train and prepare for the first competition the day before the Opening Ceremony,
- The Opening Ceremony shall last no longer than 1 hour,
- A Closing Ceremony (the format is determined at the Organizers' discretion) is staged on the last day of the Championship,
- For the Victory Ceremonies the Awards Manager should be appointed,
- Victory Ceremonies are held as follows:
  - Victory Ceremonies shall include greeting athletes and presenting awards,
  - Victory Ceremonies shall begin according to the schedule, in some cases, it may be reasonable to combine ceremonies for events finishing on same day.
  - the flags of the top 3 athletes in the event shall be raised, when the flags are raised, the anthem of the winner is played, the OC should present the three medal winners with flowers or special gifts,
  - The area for conducting Victory Ceremonies and its decoration are approved by the TD, it is recommended to organize it at the Finals range and the Finals FOP.

#### 14.4 PROMOTION, MEDIA RELATIONS

(Person in charge: General Director, Media Officer)

The General Director/Media Officer shall:

- plan and carry out a publicity campaign to inform the public and national media about the Championship,
- coordinate and answer all media requests,
- produce press releases for distribution among media to provide information about Championship program and the athletes who will participate,
- ensure the creation of a Championship website or a special webpage on their website that is dedicated to the Championship,
- develop the spectator program which is aimed at attracting spectators, especially school students, college students, etc.,
- ensure that the Championship website is up-to-date and new content is regularly uploaded,
- issue invitations and accreditation for the media,
- provide up-to-date information and results to accredited media.

#### 15. INTERNET

(Person in charge: Venue Manager)

Sufficient number of internet lines with corresponded speed should be provided for all the needs of the Championship: result providers, administration, media and participants. If TV broadcasting is planned, the internet lines should be arranged accordingly.

#### 16. CHAMPIONSHIP BUDGET

(Person in charge: General Director, Treasurer of the Organizer/OC)

Revenues of the Organizer/OC consist of:

- entry fees,
- Government support, NOC support,
- sponsor payments including sponsor payments from official hotel,
- ammunition sales,
- ticket sales,
- souvenir sales,
- additional services for the participants: renting facilities for rest areas, unofficial training fees, etc.,
- catering.

Expenditures of the Organizer/OC consist of:

- salaries of staff employed,
- travel and accommodation costs for Jury members, referees, result providers,
- accommodation for ASC/ISSF representatives,
- transportation service for participants, the TD, Jury Members, the ASC/ISSF representatives, the results provider,

- rent/services of the sports facility, where the Championship is held, renting equipment,
- range and facility renovation and repair,
- doping tests,
- providing meals for the TD, ASC/ISSF representatives, the Competition Jury and the referees, judges and range officials,
- ceremonies,
- design and production of medals and medal ribbons,
- dress code of staff with designation of functional areas,
- provision of internet capacity for all the services, participants and guests,
- mobile communication, operational communication means,
- Miscellaneous (office machine rental, cleaning, trash removal, etc.).

## **17. ASC SUPPORT FOR ORGANIZERS**

### **17.1 GENERAL**

The ASC provides support for Organizers in the preparation and conduct of ASC championships, and also may control that the Organizers always comply with the applicable rules and regulations.

In particular, the ASC

- appoints for further approval of the ISSF a TD who coordinates the cooperation between the Organizers and the ASC in all administrative issues related to the preparation and conduct of ISSF Championships,
- appoints the Competition Jury which control the preparation and conduct of competitions in full compliance with the GR and the ISSF General Technical Rules,
- appoints international referees and another international official, ensuring that there is no conflict of interest when organizing the finals and other competition stages.

### **17.2 TECHNICAL DELEGATE**

The TD is the main ASC representative and the person responsible for interaction with the ASC headquarters. One or two TDs (rifle and pistol shooting / shotgun shooting) are appointed by the ASC depending on the Program. One person can perform both functions in a combined championship if he/she is well-qualified and the Venue is compact.

The TD shall have the following functions:

- ensures that the OC complies with the ASC/ISSF GR and the Guidelines,
- coordinates actions with the OC before and during the Championship,
- interacts with the General Director and the Chairman of the Competition Jury,
- monitors the process of applying for participation, the compliance with the established rules and standards, including the schedules of competitions, trainings, opening, closing and victory ceremonies,
- may initiate and hold a meeting with the OC and/or the Competition Jury,
- carry out all duties of the TD in relation to Doping Control in accordance with the ASC/ISSF GR and the Guidelines,

- presents the doping control plan. Upon completion of all Doping Tests, they must complete the Doping Control Report, obtain the Doping Control Chief's Report and the originals of all Doping Control Forms. Responsible for forwarding these reports and forms to the ASC headquarters as soon as possible after the Championship,
- coordinates the Program/Schedule,
- approves the General Information Letter,
- monitors the readiness of the Venue according to the information in the application, and receives corresponding reports from the General Director,
- registers protests and appeals from competition participants, takes measures to settle them during the competitions or reports to the ASC headquarters,
- establishes the Jury of Appeal for adjudicating appeals, if necessary,
- in case of any extraordinary situations, may take decisions both on its own, and in coordination with the ASC President and/or ASC Secretary General,
- submits a report following the Championship to the ASC HQ no later than two weeks after the Championship.

The TD shall be available throughout the entire Championship, to take a corresponding decision or consult the General Director and the responsible persons of functional areas.

### 17.3 COMPETITION JURY

To control the fulfilment of all the ISSF General Technical Rules during the competitions and to guarantee the objective outcome of official results and rankings, a Competition Jury must be appointed for all ASC Championships.

The Competition Jury must include judges with adequate experience of officiating at competitions in respective disciplines, result production and equipment control. The exact number of the Competition Jury members depends upon the level of the ASC Championship, the competition schedule and the existence of sufficient numbers of experienced range officers, supporting officials and referees provided by the Organizers. All members of the Competition Jury must have a valid respective ISSF Judges license.

The Competition Jury is headed by the Chairman. The Chairman of the Competition Jury shall have the following functions:

- Coordinates the interaction with the Organizer in all issues related to refereeing and providing the results of the competition,
- Monitors the readiness of ranges for conducting competitions,
- Checks the qualification of the referees and range officers proposed by the organizer,
- Determines the responsibilities of competition jury members, to guarantee the compliance of the competitions with the ISSF general technical rules, the accuracy of preparing start protocols, the validity of the intermediate and final competition results,
- Assigns responsible competition jury members to consider the protests received by the competition jury,
- In coordination with the TD, ensures that the competition jury takes decisions on issues, not provided for by the ISSF general technical rules,
- Refers to the ASC president or secretary general for consultation in case of emergency situations.