



ISSF ENTRY PROCEDURES 2019

As agreed with the Official ISSF Results Provider

All “Final Entries” must be made **only to the ISSF Headquarters and only by ISSF Online Registration Service** by the “**Final Entry Deadline**” of 30 days before the official Arrival Day. The ISSF Headquarters will confirm these final entries to the ISSF Member Federations with the “Entry List by Status for Verification”. The ISSF Member Federations should confirm receipt.

Subsequently there are further 27 days, until the “**Late Entry Deadline**” of 3 days before the official Arrival Day, for changes in the final entries made **only to the ISSF Headquarters and only by ISSF Online Registration Service**.

Changes in the final entries (after the 30 days “Final Entry Deadline” until the 3 days “Late Entry Deadline”) are possible for:

- a) change of names
- b) change of events
- c) change of status (Regular/Quota ↔ MQS Extra).

These changes will incur the following fees:

- 1) If the number of **STARTS** (from the nation concerned, NOT the number of athletes) is equal between the “Final Entry Deadline” and the “Late Entry Deadline”, the ISSF Member Federation must pay the normal entry fee of EUR 170 per start.
- 2) If the number of **STARTS** (from the nation concerned, NOT the number of athletes) is increased between the “Final Entry Deadline” and the “Late Entry Deadline”, the ISSF Member Federation must pay the normal entry fee of EUR 170 per start (at the “Late Entry Deadline”) **plus** the “late entry fee” of EUR 50 per additional (late) start.
- 3) If the number of **STARTS** (from the nation concerned, NOT the number of athletes) is decreased between the “Final Entry Deadline” and the “Late Entry Deadline”, the ISSF Member Federation must pay the normal entry fee of EUR 170 per start (at the “Late Entry Deadline”) **plus** the “cancellation fee” of EUR 170 per cancelled start.

After the “Late Entry Deadline”, the entry file will be closed. This ISSF Online Registration file is then the “ISSF final entry version” for the use of the official ISSF Results Provider and the Organizing Committee.

The Organizing Committee must assign an “OC Entries Official” to assume responsibility for the Entry database and deal (in cooperation with the ISSF Headquarters staff and the ISSF Technical Delegate on the venue) with any subsequent permitted changes to the “ISSF final entry version”.

During the three (3) days (between the “Late Entry Deadline” and the official Arrival Day), or before 12:00h the day BEFORE the “Pre-Event Training” of the event concerned, the Team Leader of an ISSF Member Federation must report to the OC Entries Official at a designated location. If the Team Leader does not report during this period, no changes to the “Entry list” will be possible in respect of that ISSF Member Federation.

If the entries are confirmed, no further action is required.

If a Team Leader wishes to make any change (before 12:00h on the day BEFORE the Pre-Event Training of the event concerned), this request must be made to the OC Entries Official. The Organizing Committee must ensure that the OC Entries Official, authorised to accept such requests, is clearly identified.

The only changes that are permitted after the “Late Entry Deadline” are as follows:

- 1) Replacement of an athlete by another already registered athlete (free of charge).
Note: The replacement of an athlete is only possible by an already registered athlete in another event. The replacement athlete must have been registered before the “Late Entry Deadline”.
- 2) Change of Status – Only possible from MQS Extra to Regular/Quota (free of charge).
Note: The MQS Extra athlete may replace a withdrawn Regular/Quota athlete. The withdrawn Regular/Quota athlete may NOT shoot for MQS Extra.
- 3) Cancellation – Any federation reducing the number of starts must pay the “cancellation fee = normal entry fee” for each cancelled start.

The OC Entries Official will hand out to the Team Leaders of the ISSF Member Federations the latest version of the “Entry List by Status for Verification” which includes all final entries (at the “Late Entry Deadline”). On this list the confirmation of the entries, or the requested changes, must be clearly marked by the Team Leader.

In all cases of change after the “Late Entry Deadline”, this “Entry List by Status for Verification” must be used and, the following procedure for change must be followed.

- ➔ The change(s) must first be accepted by the Organizing Committee.
- ➔ The change(s) must then be approved by the ISSF Technical Delegate, who must ensure that the change will not present any problems.
- ➔ Only then may the Organizing Committee change the relevant “Entry List by Event”. The official ISSF Results Provider must be advised of the change (a revised version of the “Entry List by Event” must be generated by the nominated OC Entries Official).

The “Start List” (including details of Pre-Event Training) should be available no later than 16:00h on the day before the relevant event. However, it may not be possible to issue any corrected “Start Lists” on the first day – when the “Start List” may have been distributed already, based upon the “ISSF final entry version” (3 days before the official Arrival Day) of the “Entry List by Event”.

After the Draw

Once the Draw has been conducted, changes will only be made on the directions of the ISSF Technical Delegate or, when authorised, by the Chairman of the ISSF RTS Jury. This should be achieved by the allocation of athletes to vacant targets so that no re-draw of the “Start List” will be necessary.