



## **TEAM MANAGERS MEETING INFORMATION BOOKLET**

Version 1 / 18 August 2023

**The Team Managers Meeting will take place  
on Wednesday 30<sup>th</sup> august at 15:00  
in the field**

**All Team Managers are kindly requested to attend this important meeting.  
Teams without Team Managers are requested to send one of their competitors  
to the Team Managers Meeting.**

**Due to environmental preservation and responsible behavior toward nature, we will  
not have any printed material. Please note that notifications regarding the  
tournament will be shared in real-time on Ianseο.**

**Please read this document carefully.**



Dear Team Managers and all participants,

On behalf of World Archery Americas,

I would like to address to you a hearty welcome to Buenos Aires, for Pan-American Indoor Archery Championship 2023.

I wish good luck and success to your teams.

Mr. Rubens TERRA NETO  
WAAM TD

Dear Team managers, dear participants:

Welcome to Buenos Aires, to the Pan-American Indoor Archery Championships 2023. Thank you for attending this important event for archers, Member Associations, the Organizing Committee and for World Archery Americas.

The Organizing Committee and Federación Argentina de Tiro con Arco sincerely welcome you. We will do our best to make sure that after the competition is over, all of you turn back home with warm memories and new friendships between participants from all over Americas.

We hope that at the end of this week we will have the feeling that this was a successful Pan-American Championships and a good competition for the archery, for our sport.

Please, feel free to make any comments and provide feedback at any time to LOC, as your input will help us to plan better events in future.

I am sure we will be enjoying a great week of ARCHERY!

Good luck to all participants!

Event Manager

Mr. Diego Adrover  
LOC President and  
Federación Argentina de Tiro con Arco  
President



## Agenda of the Team Managers (TM) meeting

### Opening

- Brought to order by WAAM TD, Mr. Rubens Terra Neto
- Introduction of the panel, WAAM TD, Mr. Rubens Terra Neto
- Welcome speech, Organizing Committee, Mr. Diego Adrover

### 1) Roll call of all attending nations and zones (TD)

### 2) Introduction of Officials (TD)

- Organizing Committee (OC) members, by the Event Manager
- Tournament Judges Commission, by the Chairman of Judges
- Director of Shooting, by the Chairman of Judges
- Jury of Appeal, by WAAM TD

### 3) Technical Aspects of the competition (TD + OC + Chairman of Judges)

- 3.1. Number of participants per class
  - 3.2. Practice Field and Competition Field
- 3.3. Competition Program (attached)
- 3.4. Practice and Warm up
- 3.5. Equipment Inspection
- 3.6. Qualification Round & information on scoring
- 3.7. Individual Elimination Round
  - 3.7.1. Recurve
  - 3.7.2. Compound
  - 3.7.3. Barebow
- 3.8. Team Elimination Round
- 3.9. Individual Finals Round & Team Finals Round
- 3.10. Appeal Procedure (Form attached)

### 4) Technical Matters (TD + Chairman of Judges)

- 4.1. Timing Control system
- 4.2. Results system
- 4.3. Rules that apply in this event
  - 4.3.1. Warm up and start of the competition
  - 4.3.2. Practice on the competition field during byes
  - 4.3.3. Number of team officials
  - 4.3.4. Archers acting as Coaches
  - 4.3.5. Shoot-offs - Individuals
- 4.4. Dress Regulations

### 5) Logistical Aspects (OC)

- 5.1. Transportation: Venue, Airport etc.
- 5.2. Meals, during practice, Qualification rounds, finals...
- 5.3. Accreditation cards



**6) Protocol and ceremonies**

- 6.1. Opening
- 6.2. Medal Ceremonies & Closing

**7) Medical Related issues (OC)**

- 7.1. Medical services
- 7.2. Emergencies

**8) Other matters of Importance (TD)**

- 8.1. The environment
- 8.2. Water
- 8.3. Smoking
- 8.4. Lost items

**9) Questions from Team Managers**

**10) Closing (TD)**



## IMPORTANT TELEPHONE NUMBERS

### Competition Management

Paula Gergo +54 9 11 4174-0452

### Hotels and Transportation

Daniel Poggi +54 9 11 5121-8743

Guido Ramirez +54 9 11 5127-9054

### WAAM TD

Mr Rubens TERRA NETO +55 61 98402 1916

## WAAM TECHNICAL DELEGATE

Mr. Rubens TERRA NETO

## ORGANIZING COMMITTEE

President: Diego Adrover

Event & Competition Manager: Paula Gergo

Event & Competition Manager Assistant: Oscar Gamari

Field Manager: Ricardo Fermé

Accreditation/Accommodation: Julieta Sirtori / Diego Alum

Transportation: Daniel Poggi / Guido Ramirez

Awarding: Joan Orriols / Ayelén Pedrosa

Results: Roberto Poos / Diego Alum

Video/TV: Leandro Cataldo

## OFFICIALS

### Tournament Judge Commission:

Mr. Erick LEITE, Chairman of Judges

### Members

Juan Sánchez (ECU)

Valfrid Silva (BRA)

Leonardo Carrasco (USA)

Alba Santos (ECU)

José del Torno (ARG)

Cristian Tabares (COL)

### Director of Shooting

Miguel Ángel García (MEX)

### Jury of Appeal:

To be determined



## Points to clarify

### 3) Technical Aspects of the competition (TD)

This is the first Pan-American Indoor Archery Championships.

#### 3.1. Number of Participants per class

Barebow U18 Men	Individual: 2 (Gold)	Teams: /
Barebow U18 Women	Individual: - (-)	Teams: /
Barebow U21 Men	Individual: 2 (Gold)	Teams: /
Barebow U21 Women	Individual: - (-)	Teams: /
Barebow 50+ Men	Individual: 19 (1/16)	Teams: /
Barebow 50+ Women	Individual: 4 (1/2)	Teams: /
Barebow Men	Individual: 32 (1/16)	Teams: /
Barebow Women	Individual: 18 (1/16)	Teams: /
Compound U18 Men	Individual: - (-)	Teams: /
Compound U18 Women	Individual: 3 (1/2)	Teams: /
Compound U21 Men	Individual: 4 (1/2)	Teams: /
Compound U21 Women	Individual: 2 (Gold)	Teams: /
Compound 50+ Men	Individual: 12 (1/8)	Teams: /
Compound 50+ Women	Individual: 4 (1/2)	Teams: /
Compound Men	Individual: 34 (1/16)	Teams: 3 (1/2)
Compound Women	Individual: 10 (1/8)	Teams: 1
Recurve U18 Men	Individual: 11 (1/8)	Teams: /
Recurve U18 Women	Individual: 6 (1/4)	Teams: /
Recurve U21 Men	Individual: 6 (1/4)	Teams: /
Recurve U21 Women	Individual: 6 (1/4)	Teams: /
Recurve 50+ Men	Individual: 24 (1/16)	Teams: /
Recurve 50+ Women	Individual: 6 (1/4)	Teams: /
Recurve Men	Individual: 42 (1/16)	Teams: 4 (1/2)
Recurve Women	Individual: 26 (1/16)	Teams: 3 (1/2)

Number of Nations: 7  
 Number of Competitors: 272  
 Number of Officials: 6  
 Updated 16 August 2023

#### 3.2. Practice Field and Competition Field

The tournament will be held at the Microestadio Cubierto del Parque Tecnópolis, located at J.B. de la Salle 4500, Villa Martelli, Province of Buenos Aires, Argentina (34.560110, -58.505570). All finals will be shot alternate and will have live coverage.



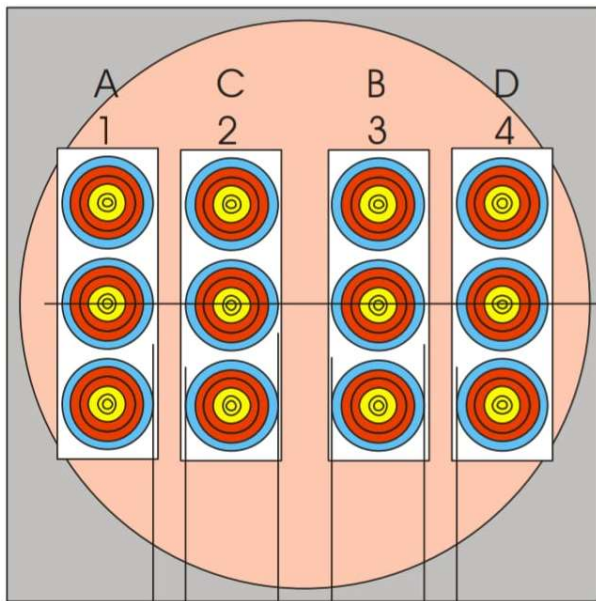
### 3.3. Competition Program (attached)

The latest competition program is published. Any official competition schedule will have indicated the version number and the date-hour it was printed.

### 3.4 Practice and Warm up

Official Practice (2,5 hours) shooting AB-CD format will be organized in three sessions, split by categories.

The targets are placed in the following arrangement:



Warm up will be organized on the competition field as it is scheduled in the attached program. Noncompeting archers will not be allowed to practice.

### 3.5. Equipment Inspection

Equipment inspection will be held following the program of the official practice.

All team members (archers and officials) must wear their team uniforms and accreditation card.

The correct spelling of athlete's names, as well as the correct date of birth in the archers' list will be checked during the accreditation.

All archers must present their identity card or passport in order to carry out this verification.

The start numbers will be given at the warmup on the day of the competition (they will be distributed on the shooting line, in front of each archer's position).

The start list will be published before the start of official practice, so archers can practice on their assigned targets.



### 3.6. Qualification Round & Information on scoring

Target assignments will be published only on boards and on internet.

Shooting in qualifications will be conducted with 3-4 archers per target in AB-CD format.

For multiple centers always use 3 steps to score:

1. Assign value to each arrow. If there are more than 1 arrow in one center, the highest value becomes "M".
2. Order all arrow values from high to low and take 3 lowest values.
3. Assess penalties for shooting out of time (or out of sequence in alternating match) on the 3 lowest values.

In case of tied score on positions 32 (for CM and RM), a shoot-off will be arranged immediately after the qualification round.

### 3.7. Individual Elimination Round

We will always keep to the start time at the beginning of the session and then the competition will run as it goes. Therefore, some matches could start sooner than the time indicated in the schedule. Please be aware of this and be prepared for it.

Byes are allowed if informed. In case of a bye, archers will be allowed to shoot, but no score will be recorded or allowed to be displayed.

Please check the schedule carefully.

#### 3.7.1. Recurve

The set system will be used for recurve division. All individual matches will consist of maximum 5 sets of 3 arrows per set. Archer with 6 set points wins the match.

#### 3.7.2. Compound

The compound match round will be used for compound division. All matches will consist of 5 ends of 3 arrows, cumulative scoring.

#### 3.7.3. Barebow

The set system will also be used for barebow division. Therefore, all individual matches will consist of maximum 5 sets of 3 arrows per set. Archer with 6 set points wins the match.

Barebow, Recurve and Compound will shoot on vertical triple faces throughout the event.

### 3.8. Team Eliminations and Finals

The Team Elimination Round will start with the 1/2. Bronze and Gold medal will be organized with alternating shooting on Friday afternoon according the schedule. Please remember that you need an agent for the blind.

Byes are allowed. In case of a bye, teams will be allowed to shoot on the competition field, but no score will be recorded or allowed to be displayed.





### 3.8.1. Recurve Team

- Max. 4 sets of 6 arrows, 2 arrows per archer (set points scoring). Team with 5 set points wins the match.

### 3.8.2. Compound Team

- 4 ends of 6 arrows, 2 arrows per archer (cumulative scoring)

### 3.8.3. Barebow Team

- Max. 4 sets of 6 arrows, 2 arrows per archer (set points scoring). Team with 5 set points wins the match.

Shoot-off in Team eliminations and Finals with simultaneous shooting is just one arrow each archer, 60 sec per team. In Bronze and Gold medal matches with alternating shooting the archers are alternating after every single arrow.

### 3.9. Individual Finals Round – Bronze and Gold Medal Matches

All Bronze and Gold medal matches individual and teams will have alternate shooting. The field for medal matches will be divided into two areas – the final field and the practice field for finalists. Remember that you need an agent for the blind.

Judges will use the new WA procedure to signal that an arrow value is higher (point up) or lower (point down).

### 3.10. Appeal Procedure (Form attached)

An Appeal form is attached to this document (see attached after this chapter, Appendix 3) In case of Intent to Appeal or an actual Appeal, the times indicated on the Appeal form must be followed.

The Appeal form should be given to the Chairman of the Tournament Judge Commission or to his deputy. A fee of 50 US\$ must be paid to the Chairman of the Tournament Judge Commission for the Appeal to be valid.

If the Appeal is upheld by the Jury of Appeal, the fee will be returned. In the case of the Appeal being rejected, the fee will not be returned.

## 4) Technical Matters (TD + chairman of Judges)

### 4.1. Timing Control system

The Danage timing equipment will be used for timing with several displays on the competition field.

### 4.2. Results system

Ianseo will be the results system. The scoring in the Qualification and Elimination Round will be done by the archers. One archer will write down the score on the paper score sheet and another archer will score on a terminal. The third/fourth archer verifies that the correct scores are entered.

Tablets will be used during the Qualifications, Eliminations and Finals, but not during Bronze and Gold medal matches alternating shooting.



### 4.3. Rules that apply in this event

#### 4.3.1. Warm up and start of the competition

*Warm is always scheduled for 20 minutes. However, the last end of the warm up might end some minutes after or before the scheduled time and the competition might start accordingly some minute earlier or later, but always after a clear announcement.*

#### 4.3.2. Practice on the competition field during byes

*Practice on the competition field during byes will be limited to three arrows per end and maximum of three sets for Recurve and barebow and five ends for compound. If more than three arrows are shot by an athlete in an end after being warned by a judge, the athlete may be denied further practice on the competition field, but any such violation shall not affect the next match.*

#### 4.3.3. Number of team officials

*A Team Manager may be helped by other team officials (such as coaches, physiotherapists, psychologists, etc.). There may not be more than one team official on the field of play for each athlete competing at the time. However, the maximum number of team officials on the field of play at the same time is four. This may be increased by one official per category if the Member Association has athletes competing in more than two categories at the same time.*

#### 4.3.4. Archers acting as Coaches

*Archers may act as coaches during finals, but they need to ask for the confirmation of judges. No new accreditation will be issued if this will be just for one match.*

#### 4.3.5. Shoot-offs - Individuals

*A single arrow shoot-off for score.*

*If the score is the same the arrow closest to the center of the target face shall resolve the tie and if the distance is the same, successive single arrow shoot-offs, until the tie is resolved.*

#### 4.3.6. Time Limits

*20 seconds per arrow is the time allowed for individual alternate shooting and for all team and mixed team rounds including shoot-offs;*

*30 seconds per arrow is the time allowed for individual shooting during qualifications, Olympic round and Compound rounds where alternate shooting does not apply, including shoot-offs;*

#### 4.3.7. Removal of equipment failure rule for qualification/ranking rounds

*No extra time shall be allowed for equipment failure or the treatment of medical problems, but the athlete concerned may leave the shooting line to resolve the issue and return to shoot any remaining arrow(s) if the time limit permits. In the Team Event other member(s) of the team may shoot in the meantime.*

#### 4.3.8. 3m line – archer judgement

*The archer must decide from his position if the arrow is in or out, he cannot call a judge and wait until the end is finished.*

### 4.4. Dress Instructions

Athletes, officials and staff should have a proper appearance when they are on the field during competition. Athletes, team officials and technicians must wear their national team uniforms (with same look per division following WA rules) and sport shoes.

During finals with TV coverage, undershirts, compression shirts or sleeves may be used on condition that they match the predominant colour of the team shirt or are white (might include design, names or markings but the predominant colour should be white).



We would like to remind all teams that names of archers and country code on shirts are mandatory.

## 5) Logistical Aspects (OC)

### 5.1. Transportation:

#### 5.1.1 Pick-up and drop-off at the airport

The Organizing Committee will have duly identified volunteers in charge of receiving the teams at the airport. They will carry banners with the names of the delegation or passenger so that they can be identified.

In case of any inconvenience with some pieces of luggage, first of all please follow the corresponding claim procedures with the airlines BEFORE LEAVING THE LUGGAGE CLAIM AREA AT THE AIRPORT. Inform the organizing committee staff at the airport so they can follow up on claims.

If your flights to Buenos Aires suffer any change from what was originally informed, please inform immediately by WhatsApp to Daniel Poggi (+54 9 11 5121-8743) and Guido Ramirez (+54 9 11 5127-9054).

For departures it is necessary to check with the organizing committee staff who will be stationed at the Official Hotel with a desk, the itineraries of departure flights, to ensure proper scheduling of transportation to the airport on the day of departure. A list of departure times from the hotel to the airport will be published.

Airport-hotel-airport transportation will only be provided to those delegations/participants who have requested and booked it through Wareos.

#### 5.1.2 Daily transportation Hotel- Tecnópolis- Hotel

For delegations/participants/officials staying at the official hotel, daily transportation will be provided from the Ramada Hotel to Tecnópolis and back.

The attached transportation schedule may be adjusted on a daily basis according to the adjustments made to the competition schedule of the event.

The information will also be posted both at the hotel and on the general information board at the competition stadium.

It is important that each passenger takes the precaution of showing up at the indicated pick-up points both at the hotel and at Tecnópolis, 10 minutes in advance, to ensure proper service and allow all other participants to receive the next transportation service in a timely manner.

Only those persons who are holders of an official accreditation and have the official symbol indicated on it will be able to use the hotel-Tecnópolis-hotel transportation.

There will not be a circular service of internal transportation, but a service adapted to the competition schedules of the competitors who are guests of the official hotel, so it is important to pay attention and make sure to foresee when they will be able to go from one point to another according to their schedules and convenience.

Each day you will be able to, and it is strongly recommended to do so, check the transportation schedules and the availability of seats on the buses with the volunteer or personnel in charge of transportation who will be at the hotel and at the stadium.

### 5.2. Meals

Breakfast and dinner will be served in an assigned area in the hotel with the following schedule:

Breakfast 07:00 am to 10:00 am.

Dinner 08:30 pm to 10:00 pm

Lunch (at Tecnópolis) 11:30 am to 02:00 pm according to the competition schedule.



Lunches will be served at the shooting range from August 29th to September 3rd to participants staying at the official hotel and to those who have contracted the lunch service.

An area will be reserved especially for lunch, which can only be accessed by those who have the correct accreditation and permits for this area.

For those officially accredited persons who wish to contract the lunch service from August 29 to September 3, please write to Daniel Poggi (+54 9 11 5121-8743) until August 26. The Organizing Committee is not responsible for the lunches of any accredited participant who is not staying at the official hotel if they were not requested in advance and on the required date.

### 5.3. Accreditation Cards rules

Accreditation cards must be worn at all times in the practice and competition.

All participants of the 1st Pan American Open Championship must complete the official accreditation process (athletes, officials, judges, staff).

It will take place at the Ramada Hotel (official hotel): BOO, Gral. José de San Martín 450, B1638 Vicente López, Province of Buenos Aires, from August 28th at 8am.

At the accreditation procedure, identities will be verified and fees and other administrative matters will be corroborated.

The accreditation card is the only valid credential to enter the competition stadium, official buses, hotel, lunch room, etc. Without the official accreditation, it will not be possible to participate in any official activity related to the championship.

Those participants who are not staying at the official hotel must go to the accreditation center at the hotel (see above) to receive their accreditation and welcome pack for the event.

**ACCREDITATIONS WILL NOT BE GIVEN ELSEWHERE.**

The accreditation card will have a QR code that will be read at the entrance of each area of the stadium, to allow only authorized persons to enter.

## 6. Protocol and ceremonies (OC)

### 6.1. Opening

The Opening Ceremony will take place at the Tecnópolis Micro Stadium on August 30 at 11:30 am.

All delegations must be present at the venue half an hour in advance.

The protocol for the ceremony and its development will be as follows:

1.- Each country shall designate a flag bearer and two outstanding athletes to march in front of the public. The other members of each delegation will be located in the areas reserved for them in the grandstands.

2.- National and international authorities will have a special space reserved for them to watch the ceremony.

3.- After the parade, flag raising, oaths of athletes and judges, and speeches by the authorities, the ceremony will be followed by the break-up.

### 6.2. Medal Ceremonies and Closing Ceremony

The Awards and Closing Ceremony will take place at the Tecnópolis Micro-Stadium on the days and times set by the official schedule.

The protocol and development of the same will be as follows:



1. Introduction: Participants, spectators, officials and dignitaries present at the Awards Ceremony will be welcomed.

2. Presentation of medal winners: Competitors who have won medals will be invited to the podium. The awarding will be by category and specialty. Each competitor will receive his/her respective medal (gold, silver or bronze) and a photo will be taken with other competitors.

Attire of the awarded athletes: Athletes must wear their sports uniforms.

The order of the podium will be based on the result obtained by each athlete during the competition. Third place goes first, followed by second place and finally first place.

Athletes enter the podium walking from a designated area, guided by a volunteer, and take their respective positions behind the podium. After receiving their medals, athletes may march around the podium before leaving the ceremony.

The medals will be presented by relevant authorities in the sport, such as representatives of the international sports federation, members of the Olympic committee, state dignitaries or invited personalities.

3. The national anthem of the winner shall be played during the award ceremony. The playing time of the national anthem shall be approximately 1 minute.

## **7. Medical Related issues (Medical representative)**

The First Aid in the competition hall will be organized. In emergency the ambulance will be called.

## **8. Other matters of importance (TD)**

### **8.1. The environment**

We kindly ask all participants to use the litter bins which are placed behind the waiting area.

### **8.2. Water**

Each participant will receive 1 reusable bottle and will be able to obtain mineral water from the dispensers that will be available in the different areas of the stadium.

### **8.3. Non-smoking and no alcohol**

This is a non-smoking event. It is strictly forbidden to smoke inside the stadium. Smoking is only allowed outside.

### **8.4. Lost items**

All lost items will be brought to the DoS stand, so ask there if you lost something.

## **9. Questions from Team Managers**

## **10. Closure (TD)**

We wish you to spend good time in this beautiful area and take home some nice memories.



# Appeal Form

This is an intention of Appeal       This is an appeal form (please tick appropriate box)

- Team Manager of the following country: \_\_\_\_\_
- Name of the Team Manager: \_\_\_\_\_
- Team (please name country) : \_\_\_\_\_
- Individual person (name) : \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Appeal Fee**

- 50 USD
- 50 EUR

This appeal is against: \_\_\_\_\_

Description of Appeal or Protest:

I believe this action is against the following rules (state article if known):

Signature: \_\_\_\_\_

Name in printing: \_\_\_\_\_

**Article 3.13.3.1:**

*An intention to appeal when it might affect the progression of an athlete from one stage of the competition to the next, shall be expressed in writing and lodged with the chairperson of the Tournament Judge Commission within five minutes of the end of the relevant round or match, whichever applies. During the Finals of match play rounds, the notice of intent to file an appeal shall be given within five minutes of the end of the match, or prior to the start of the next match, whichever is first.*

**Article 3.13.8:**

*Jury decisions shall be minuted and reported to the appellant, the chairperson of the Tournament Judge Commission and the organisers before the beginning of the next stage of the competition or before the awarding of prizes.*

**Article 3.13.4:**

*Amount paid is reviewed and determined by the World Archery Executive Board on an annual basis.*

Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

by Chairperson of the Tournament Judge Commission

Signature: \_\_\_\_\_

Name in printing: \_\_\_\_\_