



# Team Managers Booklet

The team managers meeting will take place at:

National Sport Centre Papendal

Papendallaan 3, 6816 VD Arnhem, the Netherlands

Meeting Room 5 (zaal 5)

Monday 21 July 2025 11 a.m.

All team managers are requested to attend this meeting

(maximum 2 representatives per country).

Teams without a team manager are advised to send one of their athletes to the meeting.

Please read this document upon receipt and bring it with you to the team managers meeting.



# Welcome word from the LOC

Dear Team Managers,

As Chair of the Local Organizing Committee (LOC), it is my pleasure to welcome you to the second leg of the World Archery Europe Grand Prix, taking place at our National Sport Centre Papendal in Arnhem, The Netherlands, from 21 – 26 July 2025.

Arnhem, the capital of the province Gelderland, offers a unique blend of natural beauty and historic charm. It borders National Park De Hoge Veluwe, home to the Kröller-Müller Museum of international renown.

Papendal is the hub of elite sport in the Netherlands. Many national high-performance programmes are based here. It is also the home of TeamNL and the Dutch National Olympic Committee.

With the support of World Archery Europe, the Ministry of Sport (VWS), the province of Gelderland, the municipality of Arnhem, our partners, the Local Organizing Committee and the dedicated effort of our team, we are confident that this event will provide a great experience for all participants. We look forward to making this an unforgettable leg of the WAE Grand Prix circuit.

We are thrilled to welcome you to Arnhem and look forward to a successful event filled with outstanding performances and memorable moments.

Warm regards,

Jeroen Faro

Chair of the LOC

# 1 Introduction

## 1.1 Opening

- Brought to order by the World Archery Europe Technical Delegate Mr. Hakan Cakiroglu (TD)
- Introduction of the panel, by WAE Technical Delegate, Mr. Hakan Cakiroglu.
- Roll call of all attending nations (TD)
- Welcome speech, by Organizing Committee, Mr. Jeroen Faro.
- Jury of Appeal by WAE (TD)

## 2 Contacts

<b>Organization Management</b> Mr. Bart Sterken	+ 31 621335405
<b>Accommodation, Transport &amp; Finances</b> Mrs. José Pisani-Bruntink	+31 683186279
<b>Press Officer</b> Tim Buitenhuis	+ 31 640526327
<b>Technical requirements &amp; field manager</b> Emiel Custers / Lowie Claessens	+31 640784598 / +31 651283412
<b>World Archery Europe</b> Mr. Hakan Cakiroglu	+90 5324225100
<b>World Archery Europe Tournament Judges</b> Mr. Graham Potts (GBR) – Chair person Mrs. Aslihan Muazzez Eskitürk (TUR) – Deputy Mr. Carles Abarca Olive (ESP) – DOS Mr. Taavo Allik (EST) Mr. Marie-Joseph Plessiet (FRA)	

<b>Medical Care</b> <i>General Practitioners Emergency Post</i> Wagnerlaan 55, 6815 AD Arnhem <i>Rijnstate Hospital (ziekenhuis)</i> Wagnerlaan 55, 6815 AD Arnhem An EMT will be on site from 21 till 26 July 2025 National Emergency Number	+31(0)263899696  +31(0)880058888 (24/7)  112 (police, ambulance, fire brigade)
<b>Jury of Appeal</b> To be announced during the meeting	

## 3 Technical aspects of the competition

### 3.1 Number of participants by category

Updated 11 June 2025

Member Associations : 22 and 11 club archers

	Individual		Teams		Mixed Teams	
Recurve Men	49	1/24	8	1/4	12	1/8
Recurve Women	36	1/24	8	1/4		
Compound Men	25	1/16	4	1/2	7	1/4
Compound Women	20	1/16	4	1/2		

Data based on final entries. Updated situation will be published online at the end of the accreditation procedure

### 3.2 Competition program

The current version of the schedule, when writing the team managers booklet is V 1.0. Please frequently refer to the IANSEO website for latest updates of the schedule, as changes may occur.

Results Link: <https://www.ianseo.net/Details.php?toId=23615>

Info System Link: <https://info.ianseo.net/2025EGP2/>



World Archery Website Link:

<https://www.worldarchery.sport/competition/29294/arnhem-2025-european-grand-prix-leg-2>

### 3.3 Practice

There will be official practice according the schedule from 09.00 – 12.00 for Recurve Men + Compound Women (AB format) and from 14.00 – 17.00 for Recurve Women and Compound Men (AB format).

A training field will be available and will run according to the following schedule:

Date / Time	08.00 – 12.00	13.30 – 16.30
20 July 2025	20 targets	20 targets
21 July 2025	20 targets	20 targets
22 July 2025	20 targets	20 targets
23 July 2025	20 targets	20 targets
24 July 2025	20 targets	20 targets
25 July 2025	20 targets	20 targets
26 July 2025	Only open for archers that qualified for the final.	Training field closed

#### Qualification round practice:

- 3 ends of practice on the Field of Play, immediately followed by Qualification.
- Non-competing athletes can use the practice field.
- The qualification venue and practice field will be on walking distance from the hotel. There won't be transport available except for para athletes.

### 3.4 Equipment inspection

The equipment inspection will be done on alphabetical order during official practice, however judges can, at any time of the competition require inspection of an athlete's bow. World Archery Europe will use electronic bow scales for equipment inspection.

#### Preamble to Chapter 11:

*This article lays down the type of equipment athletes are permitted to use when shooting in World Archery (Europe) competitions. It is the athlete's responsibility to use equipment which complies with the rules. Any athlete found to be using equipment contravening WA rules may have his/her scores disqualified. Described below are the specific regulations that apply to each division followed by the regulations that apply to all divisions.*





*1.5.1.5 Any athlete found to be using equipment contravening WA rules may have his/her scores partly or fully cancelled (see 11, Chapter 11 – Athlete’s Equipment)*

- All teams are to wear their uniform with their name and country and have their valid accreditation during official practice.
- Spare equipment must also be brought for inspection.
- Inform the Judge if details are not correct and the Judge will inform WAE results team. Instructions to use the tablet scoring system will be carried out if requested.

### Athlete (back) numbers

Athlete numbers will be issued on the day of qualification round (with the scorecards and tablets) during the practice ends. Athlete numbers must be worn on the quiver of thigh, facing the waiting line while shooting, throughout the event including the finals.

### The environment

Team Managers, please instruct your team members to always use the litter bins located on the competition and practice field and common areas.

### Water

There will be water stations for filling reusable bottles. No water bottles or cups will be provided during the event. These water stations will be placed at several locations at the competition and practice field. All team members are encouraged to bring their own water bottles to reduce waste. Water provided by the water stations is of excellent quality. There are water bottles for sale at Hotel Papendal.

### Non-smoking

This is a non-smoking event. Smoking is forbidden inside public buildings and all competition and training areas. This also includes electronic cigarettes, refer to book 3, art. 12.8.

### Bow storage

In the Netherlands it is forbidden to walk in the hotel, and from the hotel to the venue and vice versa, with a drawn bow (“ready to shoot”). We kindly ask all athletes to move their bow in a bow case/bag. The bow storage is located in the Sydney hall.



## 3.5 Rounds

Target faces will not be changed after practice arrows. During a session, they will be changed only if the judge requires it. Please instruct your athletes to mark all arrow holes during practice and competition.

The session will start on time. When there are no practice arrows scheduled on the competition venue, the matches will start as soon as the field is ready. Athletes should be alert and prepared for their matches to start earlier than scheduled.

In case of a bye, athletes may be allowed to shoot on their own target, provided the competition schedule allows. If the competition schedule allows, no score will be recorded or displayed and athletes shooting their bye must respect DOS timing and signals of the competition. Recurve athletes are permitted to shoot 3 sets (3 arrows in each set) of practice and compound athletes are permitted to shoot 5 ends (3 arrows in each end) of practice for the bye.

## 3.6 Appeal procedure

- An Appeal form is attached to this document.
- In case of an intent to appeal or an actual appeal, the times indicated on the Appeal form must be considered.
- Appeal forms should be given to the Chairman of Judges or to his deputy.
- A fee of 50 EURO must be paid to the Chairman of Judges, for the appeal to be valid.
- If the appeal is upheld by the Jury of Appeal, the fee will be returned. In case of the appeal being rejected, the fee will not be returned.

## 3.7 Lines

7.1.1.2. A waiting line will be marked at least 3 meters behind the shooting line. A media line will be marked 1 meter behind the waiting line. An equipment/coaches line will be marked 4 meters behind the waiting line.

# 4 Results

## 4.1 Timing control system

World Archery timing equipment will be used for timing and scoreboards on the finals. During qualification and elimination Danage timing system will be used, whereby the clock will run until the end, without interruption of the Director of Shooting (DOS).

## 4.2 Results system

- Qualification Round – scoring will be completed by athletes. One athlete records, on the official paper-based score sheet, the scores of all other athletes on that target. At the same time, another athlete, on that same target, will enter all the scores of the athletes on that target in the scoring tablet.
- Scorecards MUST be signed by both the athlete and the scorer, have all the totals mathematically correct with the 10s+Xs and X count fully completed. Any scorecards where the 10s+Xs and X count are not completed a “0” will be given for the total of 10s+Xs and X count for that athlete. Any scorecard not signed or the score total is missing, will result in disqualification.
- Elimination Round – scoring will be completed by the archers. One athlete/team records the arrow values of both athletes/teams on the paper score sheet, while at the same time, the other athlete/team inputs the arrow values into the scoring tablet. Both athletes/teams should verify that all scores are written and entered correctly before returning to the shooting line.  
Shoot off arrows must be inserted in tablets too, to speed up operations
- At the end of the match, the scorecard must be fully completed and signed by the athletes (or agent/judge in the case of finals) involved in the match.
- Scoring tablets will be used during the Qualification and Elimination rounds, but not in the finals.
- **Important note: There will be internet access in the official hotel. Because of this we will not distribute any printed results and information.**

## 4.3 Rankings

At the end of the event, the world ranking will be updated. The world rankings are updated every Monday (<https://worldarchery.sport/world-ranking>).

# 5 Reminder of Rules

## 5.1 Dress regulations

*20.1.1. During the Olympic Games, World Championships, World Ranking Events and World Cup Events, athletes and team officials shall dress in sports clothing on the field of play.*

- *All members of one team by category shall be dressed in the same uniform. The teams of one country may wear different design and color uniforms. Team officials may wear a*

*different style but should wear the same colors and should be easily identified as the official of their team.*

- *Athletes shall wear trousers, shorts, dresses, skirts or divided skirts of their choice, however this legwear may not be shorter than the athlete's fingertips when the arms and fingers are extended at the athlete's side. They shall wear long or short sleeved shirts, blouses or tops, however the upper body clothing must be fixed over each shoulder covering the front and back of the body while still covering the midriff when the athlete is at full draw.*
- *No denim or jeans, regardless of the color, or camouflage clothes and equipment may be worn nor any oversize or baggy type of pants or shorts.*
- *During the Team and Mixed Team match play competition, the same color and style shirt/blouse/top and the same color of pants/shorts/skirts shall be worn.*
- *Due to weather conditions, protective clothing such as sweaters, track suits, raingear, etc. may be worn following approval by the Technical Delegate of the event, or, in his absence, the Chair of Judges.*
- *Headwear is optional.*
- *During Finals with TV coverage, undershirts, compression shirts or sleeves may be used on condition that they match the predominant color of the team shirt or are white (might include design, names or markings but the predominant color should be white).*

Club Archers must respect WA rules (Book 1, point 3.22) in terms of uniform for the WA events. Club Archers cannot use any National Team uniform (neither of his country nor any other).

## 5.2 Rules update

The current World Archery Constitution and Rules is to be applied for this event (version 2025-01-15).

### Time to shoot an arrow:

13.4.1 The total time allowed to shoot an end shall be determined by the total number of arrows to shoot in an end, where;

1.3.4.1.1. For World Ranking Events:

- *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.

## 5.3 Accreditation card rules

### Rule Book 2 – 3.8 Accreditation

*3.8.1.1 Proof of accreditation shall be carried at all times on the competition area and shall be shown on request of appropriate officials.*

*3.8.1.2 Only holders of appropriate accreditation shall be allowed onto the relevant parts of the competition area.*

#### Accreditation card:

Athletes and team officials, registered in WAREOS, will be issued an accreditation and lanyard. Please ensure all details are correctly entered in WAREOS.

Accreditation will consist of a photograph, full name, role, category/bow discipline, country of representation, individual World Archery ID code and access privileges. Accreditation will be checked at the bow storage. Further the accreditation card will be checked at the gate so that only archers/officials at certain stages of the event are permitted on the Field of Play.

#### Photographs

Photographs will be taken at accreditation in Hotel Papendal, the day prior to official practice, for the athletes who don't have one already. For a valid photograph, persons are to smile and wear their official Member Association team uniform (note: club archers cannot wear the Member Association team uniform, but apply to the dress regulations about type of clothing). No hats nor (sun)glasses can be worn for the accreditation picture.

#### Lost/damage/replacement costs

For those persons that unfortunately forget to bring, damage or lose their accreditation, can purchase another accreditation from accreditation/results area for the costs of 15 EURO.

#### Upgrade card

Upgrade cards are available for those teams that do not have a coach or team manager available on their team and wish to have a coach for their athlete/team's match. An upgrade card can be allocated to another athlete or accredited person to perform the role of coach for a specific athlete at that event. Upgrade cards (serial numbered) are individually





allocated/valid to an individual person for a particular event athlete/team. As soon as the athlete/team is out of the competition, the upgrade card is no longer active. For an upgrade card to be issued, an Accreditation Upgrade Form needs to be completed and signed by the Team Manager.

Each upgrade card costs 25 EURO.

Upgrade cards will not be available for teams who already reach the maximum number of officials allowed according to WA rule book (book 2, chapter 3, article 3.7.3.3.), to individuals registered as guests and club archers. Only 1 accredited team official per athlete is allowed with a maximum of 4 officials if a team has more than 4 athletes competing on the field of play.

### Accreditation process

Before arriving at the event, make sure with your Member Association that all payments are done, and that you carry all necessary proof if they are not already registered in your summary of costs on WAREOS.

1. Make your way to the LOC office in Hotel Papendal (room 2). Proceed with all remaining payments and obtain from LOC your invoices, which must be signed by the Organizing Committee, proving that all payments are done.
2. Check the team list and all information it contains. If you have an individual change, strikethrough the name to be removed and hand-write the new name to insert. Date and sign the document BEFORE collecting the accreditation cards.
3. Bring the document and athletes listed in “missing pictures” to the accreditation office in Hotel Papendal to recover accreditation and take the missing picture.

**Accreditation will be open on Sunday 20 July and Monday 21 July at 09.00 – 12.00 and 14.00 - 18.00. Extra opening times for teams who will arrive late or on request.** From Tuesday accreditation will be available at the results tent on venue.

## 6 Logistics

### 6.1 Transportation

The LOC will not provide transportation from the hotel to the Competition Venue as it is at walking distance. Transportation will only be available for para athletes. Team Managers are requested to coordinate the transport request with the LOC on due time. There will be orange





bikes available at Hotel Papendal (conditions available on site. Rental costs are not handled by LOC and the team has to manage this directly with Hotel Papendal).

Transport from the Railway Station Arnhem to the venue/hotel will be arranged according to the provided transport details. At arrival on Schiphol Airport, contact the volunteer of the Grand Prix Arnhem 2025, exiting the luggage collection area, who can direct you to the train platform. We encourage the teams to buy the train tickets online in advance ([www.ns.nl](http://www.ns.nl)). Automatic vending machines are available in the luggage belt area and in the main hall of Schiphol airport. The volunteer will coordinate arrival time in Arnhem with the local transportation team.

### Meals during the event

Meals are included for those staying at the LOC official accommodation Hotel Papendal, restaurant Olympic Club

- Breakfast 07.00 – 10.00
- Lunch 12.15 - 14.15
- Dinner 18.30 – 20.30

*Times will adjust to the competition schedule as and when required.*

## 6.2 Internet access and additional hotel charges

- Internet access will be free of charge in the rooms and the lobby of Hotel Papendal.
- Sauna and fitness facilities are free of charge and open from 07.00 till 23.00. You can enter these facilities with the key of your room.
- All other hotel expenses will be covered by the participants themselves.

## 6.3 Medical related issues

First Aid services will be available from 21 – 26 July at the archery venue. In case of emergency in the official hotel see [2 Contacts](#). In case your archer will not be able to continue the competition, please inform the Results Team and the Chair of Judges.

## 7 Protocol, Ceremonies, clean sport

### 7.1 Medal Ceremonies

All athletes involved in the ceremonies are requested to go to the gathering point by the athletes' entrance to the main Field of Play. Equipment can be restored in the staging area until the end of the corresponding victory ceremony.

Bronze medal winners are requested to be present at the final venue gathering point of the Award Ceremony, 20 minutes before the ceremonies are due to start.

Medal ceremonies will be conducted at the end of each final session by division.

Athletes are requested to proceed straight to the mixed zone for an interview with the media.

Athletes involved in the ceremonies are obliged to wear their national team uniform (club archers need to apply the dress regulations).

### 7.2 Mixed zone and press conferences

Interviews will take place at the Mixed Zone and athletes will be requested to pass through the mixed zone to speak with the media.

### 7.3 Clean Sport

#### Anti-Doping

Anti-Doping control will follow World Archery rules (Hyundai Archery World Cup and World Ranking Events)

Athletes should bring their passports and accreditation cards to the anti-doping control station if selected for a test.

#### Alcohol test

Athletes and officials should also be available for random alcohol testing during the competition, following World Archery rules. Alcohol testing can be performed at any moment on anyone that is present on accredited areas of the Field of Play.

#### 7.3.1 Alcohol test

*Alcohol is a banned substance in archery. No person on the Field of Play shall consume alcohol or be under the influence of alcohol as prohibited in 2.3.4. Alcohol Test. Athletes selected for*

*Anti-Doping Sample collection shall also be tested for alcohol. Tests may be carried out at any time during the competition at any international event at the discretion of the person designated by World Archery Europe to conduct the alcohol test, or by the Organizing Committee if WAE has not designated any such person.*

### 7.3.2 Procedure for alcohol tests

*The alcohol test is performed by the testing of exhaled air. If the test of exhaled air exceeds the doping violation threshold of 0.1 permille, a second test of exhaled air will be performed 10 minutes later, using a different breathalyzer. If the second test of exhaled air still exceeds the threshold, this will result in a positive alcohol test.*

### 7.3.3 Consequences of a positive alcohol test

If an alcohol test performed on a person subject to 2.3.4. Alcohol Test in Book 1 results in positive before the end of an event, such person shall be withdrawn from the event and the case will be forwarded to the Board of Justice and Ethics for further actions.

Consequences are:

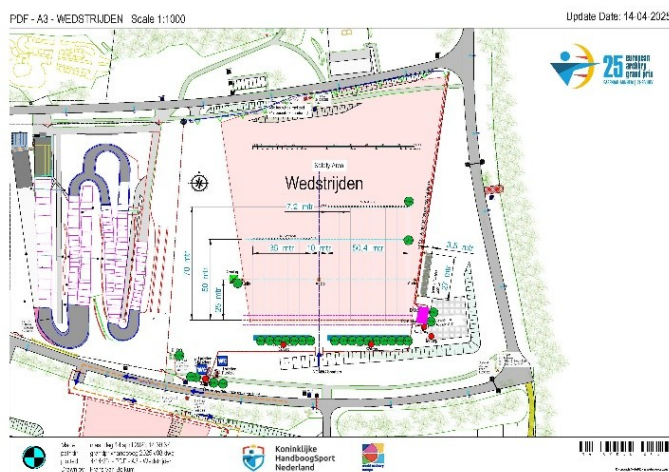
- Disqualification of the event
- 1 Year of ineligibility for the first offense
- 4 Years of ineligibility for the second offense
- Life ban for the third offense.

## 8 Archery Venues

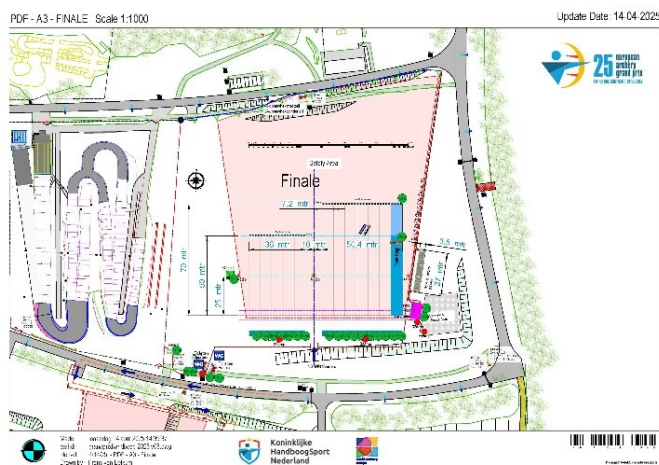
### Event venues

The competition, qualification and training venues are located in the same complex at National Sport Center Papendal: <https://papendal.com/>

### Qualification and Eliminations



### Finals Venue



## 9 TEAM NOMINATION FORM

Country: .....

Recurve Women	
1	
2	
3	
	Athlete NOT in the team:

Recurve Men	
1	
2	
3	
	Athlete NOT in the team:

Compound Women	
1	
2	
3	
	Athlete NOT in the team:

Compound Men	
1	
2	
3	
	Athlete NOT in the team:

Name and signature of Team Manager:

.....

The results of the 3 highest scoring members of the team, per discipline and gender will automatically be used for the team events. If Team Manager wish to use other athletes of the team, please use this form to name the athletes that will be competing in the event. Forms to be given to the World Archery Europe Results Verifier at least 15 minutes before the start of the team competition.

## 10 MIXED TEAM NOMINATION FORM

Country.....

Recurve Mixed Team	
1	
2	

Compound Mixed Team	
1	
2	

Name and signature of Team Manager

.....

The result of the highest scoring male and female members of the team will automatically be used for the mixed team event. If Team Managers wish to use other athletes of the team, please use this form to name the athletes that will be competing in the mixed team event.

Forms to be given to the WAE Results Verifier at least 15 minutes before the start of the mixed team competition.



## 11 APPEAL FORM

- ☐ This is an intention of Appeal
- ☐ This is an appeal form

**Appeal fee 50 EURO**

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).....

This appeal is against: .....

Description of Appeal or Protest:

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

**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 Judges within 5 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 5 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 judges and the organizers before the beginning of the next stage of the competition or before the awarding of prizes.*

**Article 3.13.4.:** *Amount paid is received and determined by the World Archery Europe Executive Board on an annual basis.*

Received on: (Date and Time): ..... By Chairperson of Judges

Name in printing .....

Signature .....

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errea

i@nseo

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