



**23 - 30 August 2025**

## **TEAM MANAGERS BOOKLET**

The **Team Managers Meeting** will take place in the  
**Large catering tent near FOP2**  
**on 24th August at 12:30 hrs**

All Team Managers are requested to attend this meeting.

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

Dear participants of the Para-Archery World Ranking event and the European Cup 2025

Welcome again to Nove Mesto nad Metuji for the world ranking para archery event, for the 2nd leg of the European Cup and for the PAEC Finals at the end of the tournament.

WAREOS final entries show 70 archers from 16 countries mostly from Europe. These numbers reflect parallel holding of WAE tournament in Chicago, absence of classification at us this year and mainly the ParaArchery World Championships in Korea soon after.

Large majority of you returns to Nove Mesto regularly and I wish you again nice stay in Nove Mesto nad Metuji, top sports performance and best final preparation for the World Championships.

**Libor ŠNAJDR**

LOC Chairman

Nové Město nad Metují





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**Agenda of the Team Managers meeting**

**Roll call of all attending nations (TD)**

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## 1 Opening

- Brought to order by the Technical Delegate (TD), Mr. Rolf VOLUNGHOLEN
- Introduction of the panel, by the TD
- Welcome speech, by Organising Committee

## 2 Introduction of Officials (TD)

### 2.1 Organising Committee – Important phone numbers.

#### General relations & Logistics

Mr. David ŠNAJDR	<a href="mailto:snajdrpv@volny.cz">snajdrpv@volny.cz</a>	+420 724080831
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#### Transport Manager

Mr. Matej SPRAVKA	<a href="mailto:matej.wrt@gmail.com">matej.wrt@gmail.com</a>	+420 737679304
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#### Technical Delegate

Mr. Rolf VOLUNGHOLEN	<a href="mailto:volungholen@gmail.com">volungholen@gmail.com</a>	+46 705749507
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#### Medical Care

MUDr. Katerina JAVORSKA	<a href="mailto:k1.javorska@gmail.com">k1.javorska@gmail.com</a>	+420 777709291
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#### Accountant

Mrs. Jana MARTINKOVA	<a href="mailto:ucto.martinkova@centrum.cz">ucto.martinkova@centrum.cz</a>	+420 733771868
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#### Accommodation

Ms. Julie NOVAKOVA	<a href="mailto:julienov486@gmail.com">julienov486@gmail.com</a>	+420 734279983
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### 2.2 Tournament Judges Commission

Francisco Giménez HERNANDEZ	ESP, Chair	Malgorzata SOKOLOWSKÁ (CZE)	NJ
Alper GULER	TUR, Deputy	David VOSTREZ (CZE)	NJ
Elda Escudero RAMOS	ESP, DOS	Katerina MRAZKOVA (CZE)	NJ
Yuri YOGEV	ISR, CJ	Antonín POSPÍŠIL (CZE)	NJ
Jessica LARSSON	SWE, CJ	Kristina REITMEIER (CZE)	NJ
		Jana LUŇÁČKOVÁ (CZE)	NJ

Jury of Appeal: To be advised

### 2.3 Results & Technology Team:

IANSEO team: Ardingo SCARZELLA  
Natasha SALUKVADZE



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Luca GALLARATE  
Alessio OPIMO

Official Results: <http://info.ianseo.net/EPAC-II/>

### 3 Technical aspects of the competition (TD + CoJ)

#### 3.1 Number of participants per category (Number of Member Associations: 45)

Recurve Men Open	Individual:	16	Teams:	4
Recurve Women Open	Individual:	11	Teams:	3
Compound Men Open	Individual:	20	Teams:	6
Compound Women Open	Individual:	11	Teams:	3
Men W1 Open (Rec/Comp)	Individual:	8	Teams:	2
Women W1 Open (Rec/Comp)	Individual:	4	Teams:	0
Visually impaired (Comb VI1)	Individual:	0	Teams:	NO

MIXED TEAMS RECURVE OPEN:	7
MIXED TEAMS COMPOUND OPEN:	6
MIXED TEAMS W1 OPEN (REC/COMP):	2

*Updated August 19, 2025*

The latest competition programme will be provided online.

WA information and results:

[www.ianseo.net](http://www.ianseo.net)

infosystem:

<https://info.ianseo.net>

Each official competition schedule will have the version number, date and time printed on it.

#### 3.2 Practice

- Only the FOP No.1 (athletic stadium) will be used for competition
- FOP No.2 (artificial grass) will serve for training only.
- A schedule for free practice will be published with time; Fields will be open for people still involved in the competition.

Official Practice:

- Refer to online schedule

Qualification round practice:

- 3 ends of 4 minutes practice on the Field of Play for qualification to immediately follow



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once the field is reset.

### 3.3 Equipment inspection:

- During official practice of the related category **behind the waiting line**.
- All teams are to wear their team uniform and have their valid accreditation.
- Spare equipment must also be brought for inspection.
- Classification card must be presented during the inspection.
- Team managers must check the details of their athletes such as, name, date of birth are correct beforehand.
- Inform the Judge if details are not correct and the Judge will inform Results Team.
- Instructions to use the tablet scoring system will be carried out if requested.

### 3.4 Athlete / Assistant / Spotter (back) Numbers:

- Athlete numbers will be issued on the day of the qualification round (with the score cards) during practice.
- Athlete numbers must be worn on the quiver or thigh, facing the waiting line while shooting.
- Assistants and spotters (for VI) must wear the same back number as the athlete they assist to.

### 3.5 Qualification round

- Refer to online schedule.

### 3.6 Individual elimination round

- Target faces will **NOT** be changed after practice arrows. Please instruct your athletes and assistants to mark all arrow holes during practice.
- Matches will start as soon as the field is ready.
- Matches at the start of each session will begin on time. Proceeding matches will follow up on the immediate completion of the prior match. Athletes should be alert and prepared for their matches to start slightly 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 the DOS timing and signals of the competition. Recurve athletes are permitted to shoot 3 sets of practice and compound athletes are permitted to shoot 5 ends of practice for their bye. Maximum 3 arrows per end.
- For eliminations up semi-finals, shooting will be simultaneous.





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### 3.7 VI Category

- The VI categories are combined, VI athletes must wear blindfolds at the FoP during setup, practice and until the end of the athlete's competition for the day.
- The VI spotter must sit 1m behind (WA Rules Book 3 21.12.9)  
*A VI athlete is permitted to have a person acting as a spotter who must sit behind the athlete 1m behind the shooting line.*  
*The role of the spotter is to tell the athlete the position of the arrows in the target face and also to inform them of any safety issues.*  
*The spotter shall not disturb the other athletes while giving coaching assistance.*  
*During individual matches a VI athlete may have a spotter or a coach but not both*
- The schedule has been updated to be shorter and to avoid too many days with no shooting for VI.

### 3.8 Doubles and mixed teams elimination/finals rounds

- The doubles event is run in the same way as the mixed team event
- During Eliminations both teams will shoot at the same time (WA Rules Book 3 13.2.2)
- Finals will run with Alternate Shooting (WA Rules Book 3 13.2.3)
- Athletes may stay on the shooting line throughout the match. They indicate that they have finished shooting by raising a hand above the head, **or other agreed sign with judge/DoS.**

### 3.9 Appeal procedure (Form attached)

- An Appeal form is attached to this document (see attached after this chapter, Appendix 1).
- In case of an intent to appeal or an actual appeal, the times indicated on the Appeal form must be considered.
- **Appeal form is available at the DoS.**
- Appeal forms should be given to the Chairman of the Tournament Judge Commission or to their deputy.
- A fee of US\$50- (Euro 50.-) 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 + CoJ)



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#### 4.1 Missing arrows

- **All missing arrows on the practice or qualification field must be reported to your Judge immediately. Keep track of arrows found and report them to your judge.**

#### 4.2 Timing control system

- ARCHERYCLOCK system will be used for timing on the main field.

#### 4.3 Results system

- Qualification Round - scoring will be completed by athletes or assistants. One athlete/assistant 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 into the scoring tablet. The other athletes should verify that all scores are written and entered correctly.
- 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 score cards not signed or the score total is missing will result in disqualification.
- Elimination Round – scoring will be completed by athletes/assistants. 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 back to the shooting line.
- 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. Mr. Alex BOGGIATTO is responsible for the results of the event.
- **IMPORTANT NOTE: There will be internet access in hotels and at the venue. Because of this we will not distribute any printed results and information.**  
**Anyway, there will be "Pigeon boxes" for teams at the venue to collect additional information. TM should check the mail boxes at least twice a day (morning/ afternoon).**

## 5 Rules that apply in this event

### 5.1 The rankings

- The Para World Rankings (<https://worldarchery.org/world-ranking>) are updated every two weeks.





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## 5.2 Dress regulations

- Athletes, officials and staff should wear the appropriate clothing having the correct appearance when on the field during competition. Open-toed shoes or camouflage clothing, accessories or archery equipment are not permitted.
- Athletes, team officials and technicians should wear their national team uniforms and sports shoes having the same appearance as per the division, following World Archery rules.
- During finals with TV coverage, undershirts, compression shirts or sleeves may be used on condition that they match the team uniform colours or are white. Under shirts and sleeve may include design, names or markings but the predominant colour should be white or the colour of the **T-shirt**.
- We would like to remind all teams that athlete names and country names or codes are mandatory on the back of their national team uniform shirts for athletes participating in World Archery major events.

## 5.3 Accreditation cards 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 be done by IANSEO and LOC using WA database during Saturday June 22 and Sunday June 23 morning. TMs will check at IANSEO designated tent accreditation cards for their team and will cooperate with IANSEO if there for example are data and/ or photo missing and/ or incorrect.

## 5.4 WA rules

- Chapter 21 Para Archery

## 5.5 Adaptive Equipment

- WA book 3 Appendix 2



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## **6 Logistical aspects (OC)**

### **6.1 Transportation**

Based on the WAREOS registration LOC will arrange for local transportation for the teams flying to PRG international Airport and paying to LOC for such a service. Then there are either teams with their own local transport (private cars, rented minivans, buses) or teams ordering local transport from LOC.

Participants who fly to PRG International Airport will be met by either LOC driver/ volunteer at the arrival gate according to the flight itinerary and will be driven to hotel/ venue (arrivals until August 22 including); Participants arriving on August 23 will be met by LOC volunteers at Welcome Desk at Terminal 2 and either directly driven to hotel/ venue or will be asked to wait until next bus/ minivan is available for them. There will be refreshment available at the Desk.

Ms. Julie Novakova (+420734279983) will be the contact person at the Welcome Desk in the Airport.

Teams that ordered LOC local transport refer to Mr. Matej SPRAVKA, LOC transport coordinator, on a daily basis to arrange for local transport (hotel – venue) according to a schedule.

### **6.2 Accommodation**

Suitable accommodation for all the participants is always a challenge in Nove Mesto nad Metuji and around. LOC always does its best to meet various needs of the teams especially as for the wheelchair accessibility. Therefore LOC contracted 10 hotels to accommodate 165 participants, officials, LOC members, staff and volunteers within 30min. driving from to venue.

### **6.3 Meals during the event**

Breakfast in hotels from 7:00 to 9:00 AM, Lunch at the venue (13:00 – 14:00), Dinner 7:00 till 9:00 PM in hotels.

There will be designated space for collecting and consuming of lunch boxes in the stadium during the tournament.

Cafeteria and buffet will be open during the tournament to purchase refreshment. Cafeteria and buffet accept only Czech currency (CZK); there are ATM or exchange office at the airport



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upon arrival and ATMs and exchange office in Komenskeho street in Nove Mesto (Komerční banka, CSOB, Ceska sporitelna).

#### **6.4 Water:**

Each participant will receive his/ her personal plastic bottle as a souvenir and will draft fresh water from designated pipes himself/ herself.

#### **6.5 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.

#### **6.6 The environment**

Team managers, please instruct your team members to use the litter bins located at the competition, practice ranges and common areas at all times. Sanitary risky waste (masks, knives, forks, napkins etc.) should be thrown into blue plastic bags.

### **7 Impact of COVID-19**

No sanitary measures related to COVID-19 pandemia apply anymore in the Czech Republic.

### **8 Medical related issues**

#### **Medical emergency contact and location:**

Oblastni nemocnice Nachod, Purkynova 446, Nachod 547 01, phone +420 491 601 111  
info@nemocnicenachod.cz

- **Local Emergency Numbers:**

- Police: 158
- Ambulance: 155
- Fire: 150

### **9 Clean Sport**

#### **9.1 Anti-Doping control**

- Anti-Doping control will follow World Archery rules.
- Athletes should bring their passports and/or accreditation cards to the anti-doping control station if selected for a test.



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## 9.2 Alcohol test

- Athletes and officials should also be available for random alcohol testing during the competition, following World Archery rules.

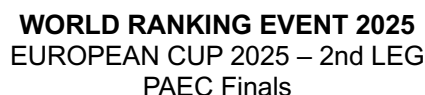
## 10 Other matters of importance (WA TD)

### 10.1 Internet access and additional hotel charges:

- Internet access will be free of charge in the rooms and lobby of official hotels.
- All other hotel expenses including such as laundry and minibar, etc. will be covered by the participants themselves.

## 11 Questions from Team Managers

## 12 Closure (TD)





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## MIXED TEAM - MEMBER NOMINATION FORM

**National Team:** .....

**RECURVE OPEN Mixed Team:**

1. ....

2. ....

**COMPOUND OPEN Mixed Team:**

1. ....

2. ....

**W1 Mixed Team:**

1. ....

2. ....

**Name and signature of Team Official:**

.....

The results 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 World Archery Results Manager or Chairman of the Judges Commission at least 15 minutes before the start of practice the mixed team elimination round.





### 13 Appeal Form

This is an intention of Appeal ☐

This is an appeal from ☐  
(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:

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

#### 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.

#### 3.13.4

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

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

by Chair Person of the Tournament Judge Commission

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

#### **Appeal Fee**

- USD50
- CHF50
- EUR50