

Team Manager's Booklet



PAN AMERICAN FIELD ARCHERY CHAMPIONSHIP SAN CRISTÓBAL DE LAS CASAS

Team Manager's Meeting will be held at the:
Hotel Rocaval Ballroom
01 October 2025 at 20:00

All team managers are requested to attend this meeting. Teams without team managers are requested to send one of their athletes to the Team Managers Meeting.

Please read this document upon receipt and bring it with you to the Team Managers Meeting.



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Welcome from the Organizing Committee

TO ALL World Archery Member Associations,

Dear Presidents,

As Chair of the Local Organizing Committee (LOC) of the Pan American Field Championships 2025, to be held in San Cristóbal de las Casas, Chiapas, Mexico, from October 1st to 5th, 2025, I am pleased to invite you to be part of one of the most significant field archery events in the Americas this year.

San Cristóbal de las Casas, nestled in the highlands of Chiapas, is a city of rich history, vibrant culture, and breathtaking natural beauty. Recognized as one of Mexico's most charming colonial towns, it is renowned for its well-preserved architecture, cobblestone streets, and colorful markets where indigenous traditions blend seamlessly with modern life.

Chiapas is home to diverse indigenous communities, each with their own unique languages, customs, and crafts. The region's folklore is deeply rooted in its traditions, reflected in its music, dance, and exquisite textiles. Visitors will have the opportunity to experience the warmth and hospitality of its people, as well as the stunning landscapes that make it an ideal location for an event of this nature.

San Cristóbal de las Casas has hosted countless cultural and sporting events, ensuring the necessary conditions for a high-level competition. Its unique atmosphere, combined with its cool mountain climate and breathtaking scenery, provides the perfect setting for a championship of this caliber.

We look forward to welcoming you to this remarkable city, where culture, nature, and sport come together to create a unique and unforgettable experience.

"Our targets await your arrows, just as our hearts are ready to make your visit truly memorable."

Sincerely,

Gabriel Ramos Rodriguez
President of World Archery Mexico
Pan American Field Championships 2025



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Agenda of the Team Managers meeting

Roll call of all attending nations (TD)

Opening

- Brought to order by the World Archery Americas Technical Delegate (TD), Curtis BALUSEK
- Introduction of the panel, by TD
- Welcome speech, President of World Archery Mexico, Mr. Gabriel RAMOS
- Welcome speech, by Organising Committee, Mr Juan Rene SERRANO

2) Introduction of Officials (TD)

- Organising Committee members, by Mr SERRANO
- Tournament Judges Commission, by the Chairman of Judges
- Director of Shooting, by the Chairman of Judges
- Jury of Appeal, by World Archery TD

3) Technical Aspects of Competition (TD + Chairman of Judges)

- 3.1. Number of participants per class
- 3.2. Competition Programme
- 3.3. Practice-training
- 3.4. Equipment Inspection
- 3.5. Qualification Rounds & scoring information
- 3.6. Individual Elimination Round
- 3.7. Mixed Team Elimination Rounds
- 3.8. Individual Finals Round
- 3.9. 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. Ranking (Hyundai Archery World Cup & World Archery Ranking)
 - 4.3.2. Dress regulations
- 4.4. Accreditation Cards for 2025



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5) Logistical Aspects (OC)

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

6) Protocol and ceremonies (OC)

- 6.1. Medal Ceremonies, Mixed Zones and Press Conferences

7) Medical Related issues (Medical representative)

8) Clean Sport (Medical representative)

- 8.1. Doping control
- 8.2. Alcohol test

9) Other matters of Importance (World Archery TD)

10) Questions from Team Managers

11) Closure (TD)



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IMPORTANT TELEPHONE NUMBERS

Competition Management

Juan Rene SERRANO +52 55 8530 2602

Hotel and Accommodation

Diana Ruth 'Kandy' ARCIGA ESPINOSA +52 22 2653 6435

Hotel Rocaval: +52 96 7674 9500

Hotel Villa Mercedes: +52 96 7678 6200

Transport Manager

Diana Ruth 'Kandy' ARCIGA ESPINOSA +52 22 2653 6435

Medical Care

Technical Requirements & Field Manager

Rafael SILVA GIL +52 22 2765 8266

Press Officer:

Dafne KERLEGAND CORREA +52 96 1694 8516

World Archery Americas Federation (WA)

Mr Curtis BALUSEK +1 936 827 7519

Tournament Judge Commission Chairman:

Erick LEITE +55 799 9147 4014

World Archery Americas Judges:

- Liz PEREZ (Deputy)
- Ruben OCHOA
- Thalia ROJANO
- Patrick WELCH
- Martha JIMENEZ
- Pablo BONILLA
- Jara GONALEZ

National Judges

Jury of Appeal:

To be announced on the day of the Team Managers Meeting

WAAM Results & Technology Team:

Oldair ZAMORA LIRA +52 77 1220 9883



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Points to clarify

3) Technical Aspects of the competition

(Technical Director + Chairman of Judges)

3.0. Arrival & Opening Ceremony

3.0.1 Arrival

Upon arriving in San Cristóbal, please head to Hotel Rocaval for accreditation and check-in. The LoC and Accreditation Office is located upstairs above the check-in desk. All archers will need a wristband for access to Montetik for the duration of the week. If archers do not have this wristband, they will need to pay to enter the park, daily.

3.0.2 Opening Ceremony

An opening ceremony will be had on September 30th in the downtown area of San Cristóbal. A specific location will be updated and athletes and their teams are asked to attend. A small presentation will be made by the local government with an address by the Governor of Chiapas.

Athletes will be picked up from the host hotels and taken to the downtown area.

3.1. Number of Participants per category

(Number of Member Associations: 6)

Recurve Men	Individual:	13 (1/8)	Mx:	-
Recurve Women		5 (1/4)		
U21 Recurve Men		4 (1/2)	Mx:	-
U21 Recurve Women		11 (1/8)		
50+ Recurve Men		4 (1/2)	Mx:	-
50+ Recurve Women		1		
Compound Men	Individual:	8 (1/4)	Mx:	2
Compound Women		6 (1/4)		
U21 Compound Men		4 (1/2)	Mx:	-
U21 Compound Women		2		
50+ Compound Men		9 (1/8)	Mx:	-
50+ Compound Women		1		
Barebow Men	Individual:	11 (1/8)	Mx:	3
Barebow Women		5 (1/4)		
U21 Barebow Men		1	Mx:	-
U21 Barebow Women				
50+ Barebow Men		3 (1/2)	Mx:	2
50+ Barebow Women		2 (1/2)		
Traditional Men	Individual:	6 (1/4)	Mx:	3
Traditional Women		5 (1/4)		
Longbow Men	Individual:	4 (1/2)	Mx:	2
Longbow Women		2		

(Updated 23 September 2025)



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3.2. Competition Programme

The latest competition programme will be provided 1 week prior to official practice on the World Archery website. Any official competition schedule will have indicated the version number and the date/hour it was printed. Latest version of the Competition Schedule is V1.0 (updated 23 September 2025)

3.3 Practice

- The official range is located in Montetik Bike Park
- Unofficial Practice will be held from 10:00hrs – 15:00hrs 30 September.
- Walking distance to the competition range is ~7.5Km from official hotels.
- Driving from the official hotels takes ~15-20minutes.

Official Practice

- 08:00hrs – 16:00hrs for all divisions October 1st.
- Shooting will be controlled by a range master.

Qualification Round

- Practice will open 1hr before muster
- Promptly at 9a, we will organize by target and sent to the course.
- We will perform a 'Shotgun' start where whistles will be used to start the round
- The practice field will be closed until all archers have completed qualification.

3.4. Equipment Inspection:

- 01 October, 09:00 - 12:00 during official practice.
- Located near the LOC area as athletes walk to the practice field.
- Archers are requested to stop by at their convenience.
- All teams are to wear their team uniform and have their accreditation.
- Spare equipment must also be brought for inspection.
- Team Managers are to check the details of their athletes such as, name, date of birth are correct.
- Inform the Judge if details are not correct and the Judge will inform WAAM Results Team.
- Instructions to use the new tablet scoring system will be carried out if requested.

Athlete (back) Numbers:

- Athlete numbers will be issued on the day of the qualification round (with the score cards) during muster.
- Athlete numbers must be worn on the quiver or thigh.

The Environment:

- Team Managers, please instruct your team members that we will practice 'Leave No Trace'. As such, please carry your trash with you through the course and use the litter bins located on the competition, practice ranges and common areas. The shooting range is nestled in a valley. Temperatures will fluctuate between 10-20 C [56-72 F] with rain likely each day during the event.



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Water:

- Water will be distributed throughout the course.

Bathrooms:

- There are few bathroom facilities on the campus.
- The main/large bathroom is located on the main road above the practice field. Because of this, it is recommended that athletes pack their own toilet paper for use on the course. And to use the restroom before heading onto the course.

Non Smoking

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

3.5. Qualification Round

Two rounds [Unknown Oct 2, Known Oct 3]

3.6. Individual Elimination Round

- If a division has 1 person, that person will be included into the Senior category such that there is a competition.
 - [e.g. 50+ Recurve/Compound Women & U21 Barebow Men]
- Morning of October 4th for all divisions.
- Target faces will **NOT** be changed unless deemed necessary by an official. Please instruct your athletes to mark all arrow holes during shooting.
- Two matches will occur per group sent onto the course.
- The group with the higher rated archer always shoots first.
- If the group is in the 1/8 or 1/4 then the athletes will shoot 6 targets.
- If the group is in the 1/2 or medal match, the athletes shoot 4 targets.
- Once the group completes their matches, they will proceed to a known target to regroup and commence the subsequent round.
- Matches at the start of each session will begin on time. Succeeding matches will follow upon the immediate completion of the prior match. Athletes should be alert and prepared for their matches to start slightly earlier than scheduled.
- Byes are permitted. In case of a bye, athletes will be allowed to shoot on the course along with the other competitors own target, provided the competition schedule allows.
- Individual elimination rounds will start at the 1/8 elimination stage (16 athletes, in each category or less, depending on entries).
- For all elimination matches, cumulative score will be used.

3.7. Mixed Teams Elimination Round

- 04 October Evening - MIXED TEAM ELIMINATION
- Start at the 1/2 phase
- No alternating shooting
- Teams will shoot simultaneously.
- Archers on the same team must switch after each arrow shot.
- Byes permitted, teams with byes will be allowed to shoot at the practice range, but no score will be recorded or displayed.



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3.8. Individual Team Rounds Matches

- Due to a lack of participants, team rounds will not be competed.

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 forms should be given to the Technical Delegate.
- A fee of US\$50- (Euro 45.-) must be paid to the Technical Delegate, 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

- A timing system will be used in the Gold Medal finals.
- All other rounds and matches will be timed by the group or by a judge assisting the group

4.2. Results System

- Qualification Round - scoring will be done 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 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 6's and 5's count fully completed. Any scorecards where the 6's and 5's count are not completed a "0" will be given for the total of 6's and 5's count for that athlete. Any score cards not signed or the score total is missing will result in disqualification.
- Elimination Round – scoring will be done by athletes. One athlete/team records the arrow values of both athletes/teams on the papers score sheet. While at the same time, the other athlete/team inputs the arrow values in 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 involved in the match.



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4.3 Rules that apply in this event

4.3.1. The Rankings

- This is a World Ranking Event and as such at the end of the event the World Rankings (www.worldarchery.org) will be updated.

4.3.2. Dress Regulations

- Athletes, officials and staff should wear the appropriate clothing having the correct appearance when on the field during competition.
- **Camouflage clothing, accessories or archery equipment are not permitted.**
- Athletes, team officials and technicians should wear their national team uniforms and having the same appearance as per the division, following World Archery rules.
- 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) Logistical Aspects (OC)

5.1. Transportation

- Daily transport information and schedules will be placed at the competition field and at all the official event hotels.

5.2. Meals during the event

- Breakfast will be served at the hotel restaurants according to the schedule:
 - 1. Hotel Rocaval**
Breakfast: 0630-0900 on the 1st floor.
 - 2. Hotel Villa Mercedes**
Breakfast: 0630-0900 on the 1st floor.
- Lunch will be served at the field according to the schedule posted on the official schedule*:
- Dinner is up to the athletes/coaches/officials.
 - There are various options throughout the city that are highly recommended.

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

***Due to peak season in the hotels, please allow enough time for your meals.*

6. Protocol and ceremonies (OC)

6.1. Medal Ceremonies

- To begin immediately after the end of the last match.
- All athletes involved in the ceremonies are requested to go to the gathering point. Location will be confirmed during the event.
- All medal winners are requested to be present at the finals venue gathering point of the Award Ceremony, 15 min before the ceremonies are due to start.
- Medal ceremonies will be conducted immediately after the conclusion of each session during the days of the finals (please check the competition schedule).

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.



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7. Medical Related issues (Medical representative)

- First Aid services will be available during training days on 30th September. Ambulance and First Aid services will be available from 01-05 October in LOC area within Montetiek.
- Emergency personnel are available on site for any emergency.
- In cases of emergencies in official hotels, please inform the contact person in each hotel.

8. Clean Sport

8.1 Anti-Doping control

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

8.2. Alcohol test

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

9. Other matters of importance (WA TD)

- Accreditation cards must be worn at all times in the practice and competition areas.
- Only athletes scheduled to compete at certain stages of the event are permitted on the main Field of Play, together with one coach/official.
- In order to improve the standard of our events, athletes and team members are kindly requested to complete the online event evaluation questionnaires when they receive the email from World Archery.

Laundry:

- Laundry services are available by request within the hotels.
- There is a laundry service approximately 1 block from the Host hotels for use as well.

Internet access:

- Internet access will be free of charge in the rooms and lobby of official hotels.
- All other hotel expenses including laundry and minibar, etc will be covered by the participants themselves.
- Internet access will be available at the qualification venue for live results.

10. Questions from Team Managers

11. Closure (ED)



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Mixed Team Member Nomination Form

National Team:

Mixed Team:

1.

2.

Name and Signature of Team Official:

.....

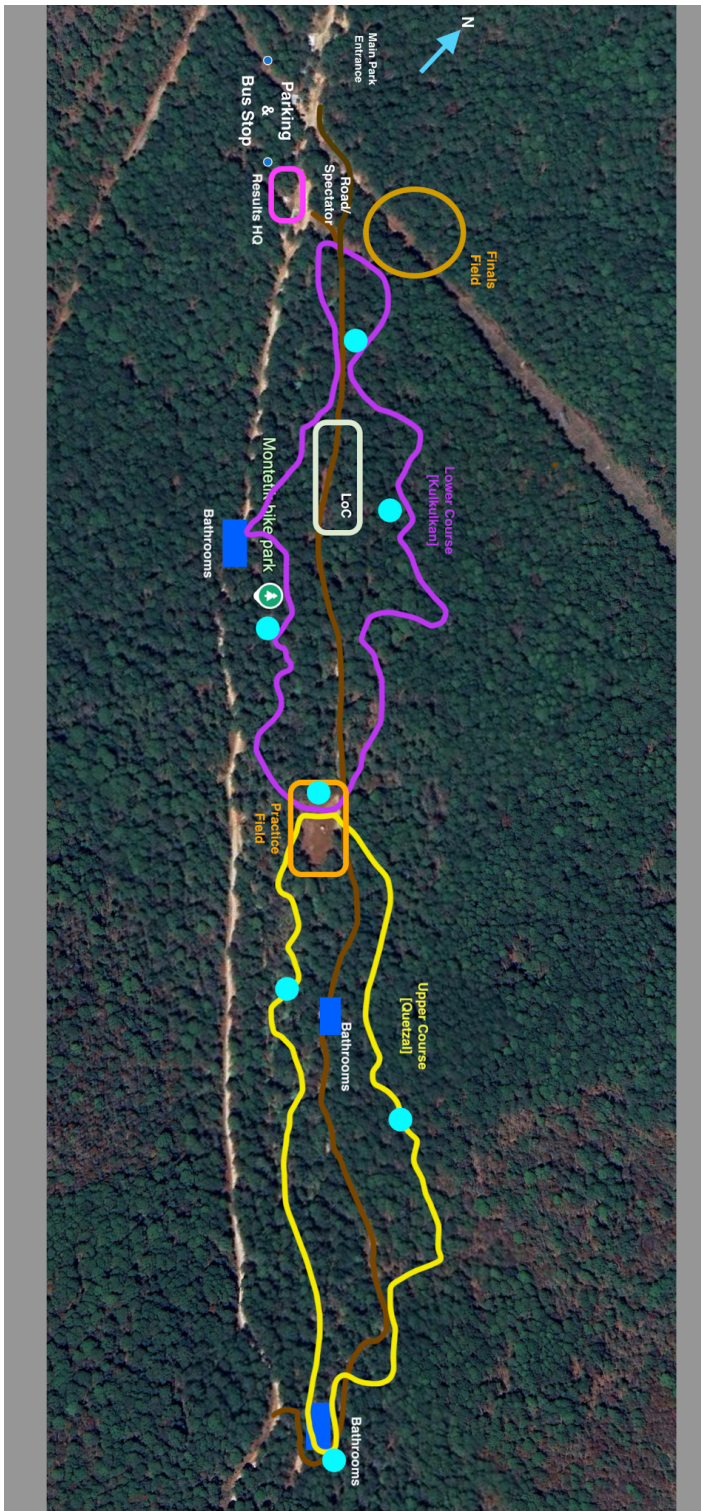
The results of the highest scoring male and female members of the team, will automatically be used for the mixed team event. If Team Managers wish to use other athletes of the team, please use this form to name the athletes that will be competing in the mixed team event.

Forms to be given to WA Event Director or Chairman of the Judges Commission before 0900 October 4th.



INFORMATION ABOUT THE ARCHERY VENUES

A) ARCHERY VENUE FOR QUALIFICATION, ELIMINATIONS:



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APPEAL FORM

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

Team Captain of the following country:

Name of the Team Captain: _____

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):

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.

Received on: ____/____/____ Time: _____
by Chair Person of the Tournament Judge Commission

Signature: _____ Name in printing: _____

