



**02-10 JULY 2022**

## **TEAM MANAGERS BOOKLET**

The **Team Managers Meeting** will take place in the  
**Large catering tent near FOP2**  
**on 03<sup>rd</sup> JULY at 13:30 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



**WORLD RANKING EVENT 2022**  
**EUROPEAN CUP 2022 - 1<sup>ST</sup> LEG**



Dear participants of the Para-Archery World Ranking event and the European Cup 2022

Welcome again to Nové Město nad Metují!

I have spoken and written many times about tradition, joys and hardships of our tournaments, about honour and diligence of organisers, officials, volunteers and local authorities to let our major event happen. You know best what it means to struggle with national budgets, nominations, communication, deadlines for entries, classification and payments, with getting visa, local and international transport, road constructions, traffic jams, accommodation and hotel services, global health situation and newly, I am afraid, the geopolitical situation, too.

It is amazing that our tournament is worth of overcoming of all the hurdles so that we may meet and enjoy the paralympic archery in Nové Město.

It is evident that we, archers, officials, and organisers from almost 40 countries all over the world are real Para Archery Family!

Thank you all for coming and wishing you a nice time and the best scoring!

**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. Dominique OHLMANN
- 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	snajdrpv@volny.cz	+420 724080831
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#### Transport Manager

Mr. Matej SPRAVKA	matej.wrt@gmail.com	+420 737679304
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#### Medical Care

Mr. M.D. Vaclav HANKA		+420 603349201
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#### Protective Measures and Testing Coordinator

Mrs. Bronislava MALIJOVSKA	b.malijovska@seznam.cz	+420 739042111
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### 2.2 Tournament Judges Commission

Francisco Giménez (ESP)	Chair	Katerina KONCALOVA (CZE)	NJ
Zascha Schoonewille (NED)	Deputy	David VOSTREZ (CZE)	NJ
Rolf Volungholen (SWE)	DOS1	Andreas STRAIF (AUT)	NJ
Agate ZALITE (LAT)	CJ	Petr POLANSKY (CZE)	NJ
Per Christ. Stensgaard (NOR)	CJ	Michal BIDLO (CZE)	NJ

### 2.3 Jury of Appeal:

Chiara BARBI (ITA), Chair	Vincent HYBOIS (FRA)	Charlotte BURGNESS (GBR)
Alternates:	Gabriele MENEGHEL (LAT)	Peter KURACKA (SVK)

### 2.4 Classifiers:

Roman SUDA (CZE), Chief Classifier	Irene CUESTA COBO (ESP)
Lars MEIWORM (GER)	Ayunur DEMIREL (TUR)

### 2.5 Results & Technology Team:

IANSEO team: Marco CARPIGNIANO – Ardingo SCARZELLA

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

### 3.1 Number of participants per category (Number of Member Associations: 44)



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Recurve Men Open	Individual:	54 (1/24)	Teams:	NO
Recurve Women Open	Individual:	27 (1/16)	Teams:	NO
Compound Men Open	Individual:	67 (1/48)	Teams:	NO
Compound Women Open	Individual:	42 (1/24)	Teams:	NO
Men W1 Open (Rec/Comp)	Individual:	27 (1/16)	Teams:	NO
Women W1 Open (Rec/Comp)	Individual:	9 (1/8)	Teams:	NO
Visually impaired (Comb VI1)	Individual:	3 (1/2)	Teams:	NO

MIXED TEAMS RECURVE OPEN: 14 (1/8)  
MIXED TEAMS COMPOUND OPEN: 21 (1/16)  
MIXED TEAMS W1 OPEN (REC/COMP): 5 (1/8)

*Updated June 27, 2022*

The latest competition programme will be provided online.

WA information and results:

<https://www.ianseo.net/Details.php?told=11285>

infosystem:

<https://info.ianseo.net/?tourid=556>

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

### 3.2 Practice

- Both fields will be used for the competition some days.
- 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 once the field is reset.

### 3.3 Equipment inspection:

- During official practice of the related category.
- Located between the 2 fields of play.
- Teams will be announced in (English) alphabetical order by the DOS.
- 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 than the athlete they assist.

### 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.
- There will be no alternate shooting during the preliminary elimination rounds.

### 3.7 VI Category

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 round

- The double event is runed on the same way than the mixed teams event.
- Remind of rules :
- **13.2.2 In the Team Event (both teams shooting at the same time):**
- *The left/right position for matches shall follow the match play chart. The team on the top line of each pair (of the chart) shall shoot on the left-hand side of that match. The target allocation for each round of the competition is the choice of the organisers;*



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- Both teams shall start each end of their match with the athletes behind the 1m line. The first athlete may only cross the 1m line when the Director of Shooting has given the signal to start the match;
- The athletes in the team shall shoot two arrows each in an order of their own choosing;
- One athlete shall occupy the shooting line, while the other athletes remain behind the 1 m line. No more than one athlete at a time shall be in front of the 1m line;
- Wheelchair athletes may stay on the shooting line throughout the match. They indicate that they have finished shooting by raising a hand above the head (see 21. Chapter 21-Para-Archery);
- When moving forward to shoot, athletes shall not remove their arrows from their quivers until they are on the shooting line;
- In compound team matches, athletes shall not hook their release aids on the string until they are on the shooting line and the signal for shooting has been given. Once the athlete is on the shooting line and the signal for shooting has been given, the release aid may be hooked either before or after the arrow nocked on the string. This restriction shall not apply to Para Athletes whose classification permits a mouth tab which is permanently attached to the string;
- Violations of the Team Event rules shall be handled according to 15. Chapter 15-Consequences of Breaking Rules.

### **13.2.3 In the Team Event Finals Rounds (alternating shooting):**

- Both teams shall start each end of their match with their athletes behind the 1m line;
- The higher placed team in the Qualification Round shall decide the order of shooting of the first end. The team with the lower set points score for recurve and barebow, or lower cumulative score for compound shall shoot first the next end/set. If teams are tied, the team which started the match shall shoot first;
- Each team has to alternate between their members after each shot so that each member has shot one arrow in each phase of the rotation;
- When the first team has shot three arrows (two for Mixed Team) **and the athlete has returned behind the 1m line the clock of that team is stopped**, displaying the time remaining;
- When the clock of the second team is started, the first athlete of that team may cross the 1m line and start shooting;
- This is repeated until both teams have shot six arrows (four for Mixed Team) or their time has expired;
- The team that shot first in the match shall start shooting the shoot-off and the alternation between the teams shall take place after every shot arrow.

### 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 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)

### 4.1 Missing arrows

- All missing arrows on the practice or qualification field must be reported to the Judges and Field Crew immediately.

### 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. Matteo PISANI (World Archery Results & Technology Manager) is responsible for the results of the event.





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- **IMPORTANT NOTE: There will be internet access in hotels. Because of this we will not distribute any printed results and information.**  
There will have to be “Pigeon boxes” for teams at the venue to collect self-reporting forms and other mainly sanitary and public health protective measures. TM are obliged to 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.

#### 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 uniform.
- 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. Due to a pandemic situation and Protective Measures there will be no entry to the venue allowed to any person without official accreditation starting with Sunday July 4, 12:00 pm (noon).
- Accreditation will be done by IANSEO and LOC using WA database during Saturday July 3 and Sunday July 4 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



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missing and/ or incorrect.

### 6 Logistical aspects (OC)

#### 6.1 Transportation

Based on the WAREOS registration LOC will arrange for local transportation for the teams flying to the 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 that 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 July 2); Participants arriving on July 3 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 at the Desk.

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

Some of the teams are lodged in Spa Resort in Kudowa Zdroj in Poland. Crossing the border for the participants of the tournament is agreed by the both guards as it is considered an officially approved project within the European Union and Schengen territory and should be a smooth. However participants are recommended to have their passports, accreditation cards eventually the LOC Information Package (Permission to enter the Czech Republic for non EU countries) ready whenever they might be asked to prove so.

#### 6.3 Meals during the event

There will be designated space for collecting and consuming of lunch boxes.

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

#### 6.3 Water:

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



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### 6.4 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.

### 6.5 The environment

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

## 7 Impact of COVID-19

### 7.1 Local sanitary measures and regulation

All participants (archer, staff, officials, volunteers, ...) must follow WA and local rules and regulation.

**All updated information on this matter will be published online** (same link as for results and schedule)

## 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.

### 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.



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- 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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## PARA-ARCHERY EUROPEAN CUP 2022

**1<sup>st</sup> LEG : Nové Mesto Nad Metují (CZE)**

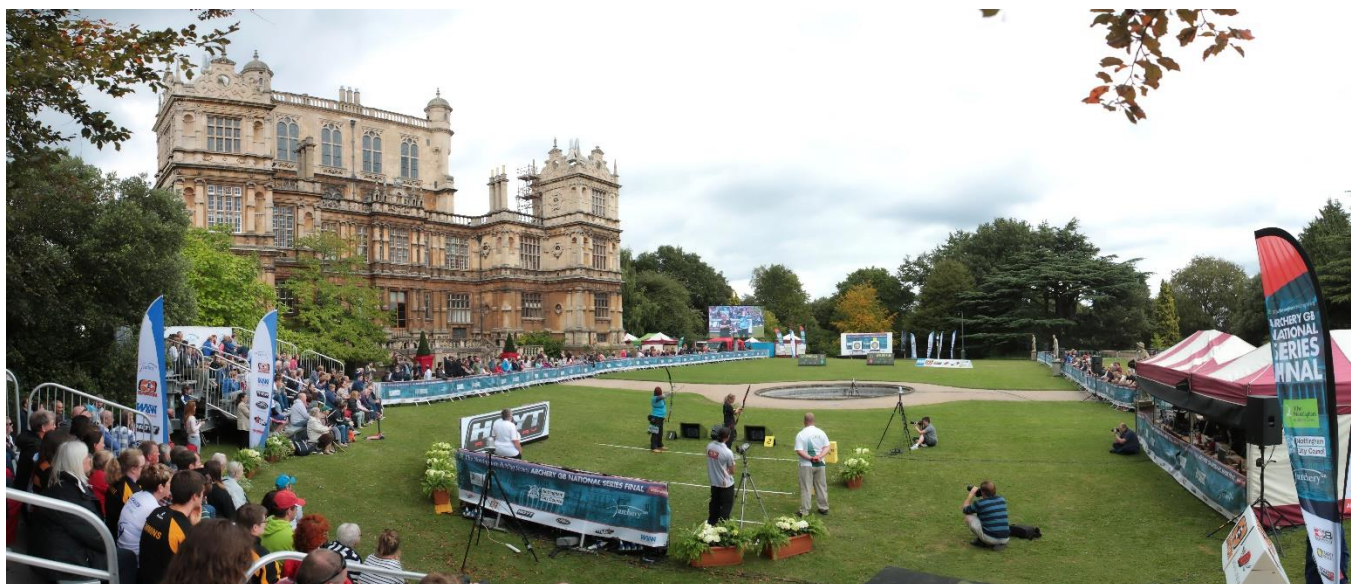
**July 2022**

**2<sup>nd</sup> LEG : Rome (ITA) – European Championships**

**August 2022**

**FINALS : NOTTINGHAM (GBR)**

**September 2022**





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## DOUBLES - MEMBER NOMINATION FORM

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

### RECURVE OPEN WOMEN

1. ....

2. ....

### COMPOUND OPEN WOMEN

1. ....

2. ....

### W1 WOMEN

1. ....

2. ....

### RECURVE OPEN MEN

1. ....

2. ....

### COMPOUND OPEN MEN

1. ....

2. ....

### W1 MEN

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 1 hour before the start of the mixed team competition.



## 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 1 hour before the start of the mixed team competition.



**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: \_\_\_\_\_

<p><b>Appeal Fee</b></p> <ul style="list-style-type: none"> <li>• USD50</li> <li>• CHF50</li> <li>• EUR50</li> </ul>
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