



Pan American and Parapan American Championships Team Managers' Booklet



Dear Team Managers,

World Archery Americas and the Organizing Committee of the Santiago 2022 Pan American and Parapan American Championships welcome you, your archers and team officials to the most important event in the American continent this year.

To ensure that all teams are properly informed on the technical and organizational structure of this event, we would like to share important information that may help you carry out your role as team managers.

We would like to wish you all a great tournament and a wonderful stay in Santiago.

Best regards

Sergio Font
Technical Delegate

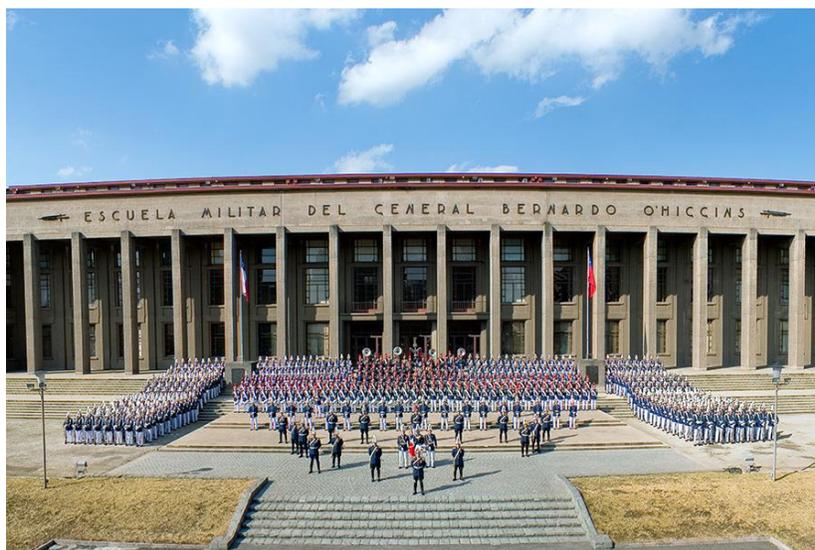
César Otárola
LOC Chairman

1- Important telephone numbers:

Technical Delegate:	Mr. Sergio Font	+57 3006510562
Organizing Committee Chairman:	Mr. Cesar Otárola	+56 9 63887647
LOC Administration & Finances:	Ms. María Fernanda González	+56 9 8790 5082
	Mr. Guillermo Núñez	+56 9 8975 9634
Transportation:	Mr. Cristian Ureta	+56 9 7862 8034
	Mr. Ignacio Tobar	+56 9 9599 3785
Accommodation – Pullman Hotels:	Ms. Brisa Briceño	+56 9 9167 8049
	Mr. Ignacio Tobar	+56 9 9599 3785
Medical Services:	Dr. Jaime Contreras	+56 9 9779 4117
Airport pickups:	Mr. Cristian Ureta	+56 9 7862 8034
Chairman of Judges:	Mr. Vladimir Dominguez	+53 52827468
Results manager:	Mr. Alexandre Vecchio	+55 11 99173 8040

2- Archery Venue:

The competition will be held at the Bernardo O´Higgins Military Academy in Las Condes, Santiago de Chile.



3- Event officials:

Technical Delegate:	Sergio Font (CUB)
Chairman of Judges:	Vladimir Domínguez (CUB)
Deputy Chairman of Judges:	Carlos Cervantes (MEX)
Directors of Shooting:	Roy Cortés (COL) Alma Piñeiro (MEX)
Judges:	Andrew Neville (USA) Natalia Londoño (COL) Francisca Pedraza (CHI) Ricardo Deschamps (CHI) José Luis Bernal (MEX) Claudio Comparato (BRA) Saúl Flores (MEX) Zully Molina (GUA) Martín Nasser (ARG) Iván Mora (CHI) Francisca Quezada (CHI)
Classifiers:	Megan Tierney (USA) – Chief Classifier Nancy Littke (CAN) Petra Ruocco (BRA) Marc Remie (NED)
Results manager:	Alex Vecchio (BRA)
Results team:	Erick Leite (BRA) Nicolás Curkovic (CHI) Ignacia Torres (CHI)

Jury of Appeals:

Sergio Font (CUB) – Chairman

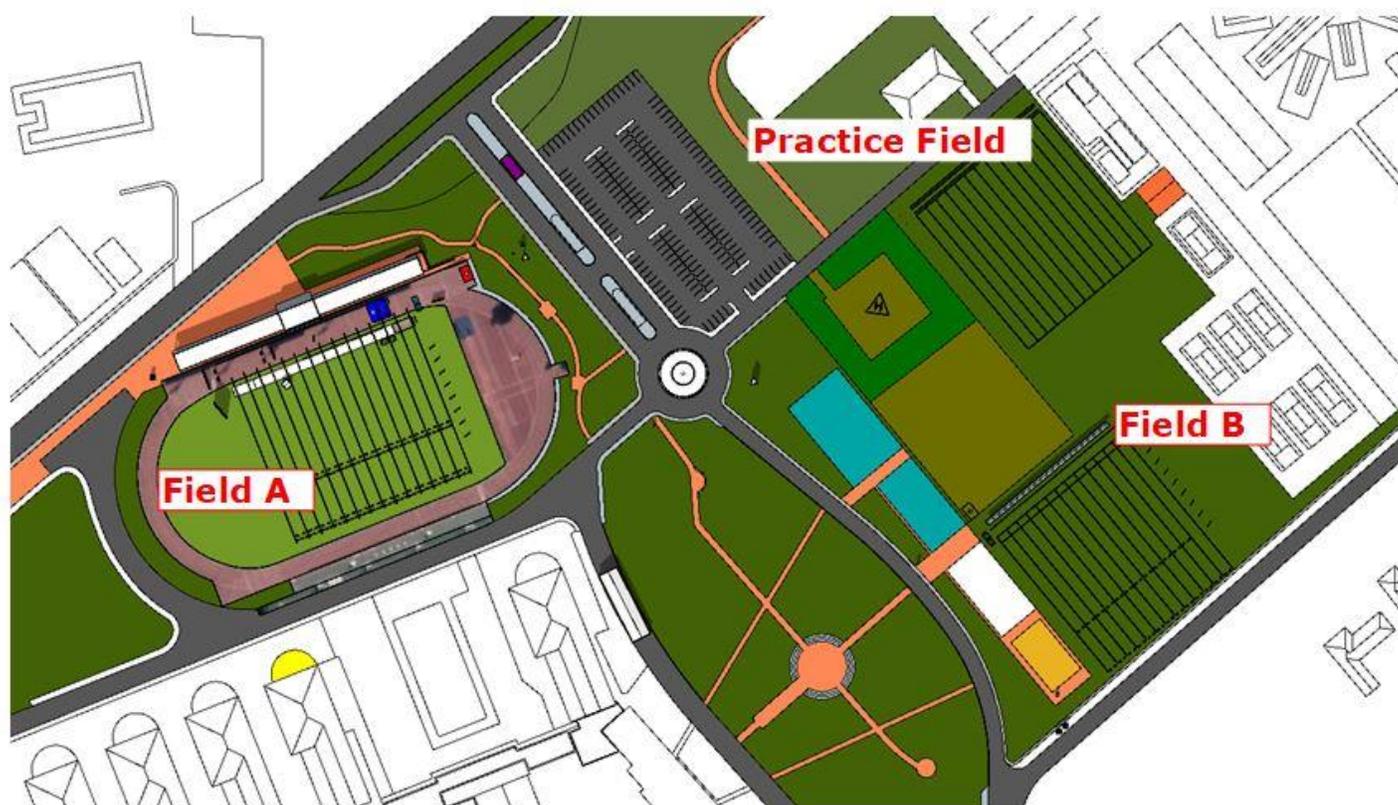
Megan Tierney (USA)

Edward Cárdenas (COL)

Shawn Riggs (CAN)

Kevin D'Amour (ISV)

Lisbeth Leoni (VEN)



4- Team managers' WhatsApp group

All team managers and preferred contact persons have been added to a WhatsApp group through which we will provide and request information not included in this Booklet. Please make sure the names and WhatsApp numbers are registered on WAREOS before you arrive in Chile.

5- Team managers' meetings

There will be two Team Managers' Meetings. They will both be held at the competition venue. The meeting for the Pan American Championships will be held on November 21 at 11:00 am, while the meeting for the Para Pan American Championships will take place on November 22 at 11:00 am.

Each team can be represented by up to three officials at each meeting. The meetings will be conducted both in English and Spanish.

6- Competition Schedule

The competition schedule can be found on IANSEO. This is a complex event because we will have several categories competing at the same time on two different fields. Please, ensure that your team officials, coaches, and archers know when and where they should be shooting each day.

The times on the schedule are tentative. Only the start time for each session (morning and afternoon) is fixed. It is possible that a stage of the competition may start a few minutes before the time in the schedule. So, please, ensure that your archers arrive on the field early enough not to miss the start of their matches if they start a few minutes earlier than planned.

7- Equipment inspection

Equipment inspection will be officially conducted by the judges as specified in the schedule: November 21 for the able-bodied archers, and November 22 for the paras.

The judges may conduct random checks of the archers' equipment during the competition. This is allowed by the rules, so please advise your archers that they may be required to show their equipment to the judges at any time during the tournament.

8- Unsafe techniques

The Military School in Santiago where the competition will be held does not have protection behind the targets to stop arrows that miss the targets. This is not a safety issue because there is plenty of space behind the targets and the nearest place where people and vehicles may be moving.

However, an arrow accidentally released by an archer using a high draw may cause an issue. Therefore, the judges will be watching the techniques used by all archers along the shooting line and will call upon team managers whose archers are using an unsafe technique to request that these forms be corrected to avoid disqualification. It is, therefore, recommended that your team officials and archers work on correcting possible high draws before they arrive in Santiago.

9- Coaches' position on the field

As was implemented at the stages of the 2022 Hyundai World Cup and other events, a space will be reserved for the archers to place their equipment. The coaches and other team officials should not stand in this area, but behind a line on the field which will be located at least 6 meters away from the shooting line.

During team matches, a specific position will be allocated to the coaches.

10- Targets and target faces

The targets that will be used in Santiago are locally made and were tested at the World Ranking Event held in Santiago in 2019. The target faces are produced by a World Archery licensed manufacturer: JVD.

11- Participating countries

Argentina	Bahamas	Bermuda
Bolivia	Brazil	Canada
Chile	Colombia	Costa Rica
Cuba	Curacao	Dominican Republic
Ecuador	El Salvador	Guatemala
Guyana	Virgin Islands, US	Jamaica
Mexico	Panama	Peru
Puerto Rico	Trinidad and Tobago	Uruguay
United States	Venezuela	

12- Participants per category

These are the numbers registered in each category as of November 10. A new version of this Booklet with the updated numbers will be published on IANSEO prior to the start of the competition.

Individual

Recurve Men:	67	Recurve Men Open:	20
Recurve Women:	59	Recurve Women Open:	10
Compound Men:	51	Compound Men Open:	25
Compound Women:	40	Compound Women Open:	14
Barebow Men:	16	Men W1	7
Barebow Women:	17	Women W1	4
		VI1	4

Teams

Recurve Men	18	Recurve Women	15
Compound Men	13	Compound Women	11
Barebow Men	4	Barebow Women	4

Doubles

Recurve Men Open	6	Recurve Women Open	3
Compound Men Open	7	Compound Women Open	4
Men W1	3		

Mixed Teams

Recurve Mixed Team	19	Compound Mixed Team	13
Barebow Mixed Team	4	Recurve Open Mixed Team	7
Compound Open Mixed Team	8	W1 Mixed Team	3

13- Scoring

Scoring will be conducted using a paper scorecard and a PDA. The scoring team will be available to explain to your archers and representatives (for your paras) how to enter the scores in the PDA's.

Please instruct your archers to verify that the scores entered in both the electronic and the paper scorecards are the same. All paper scorecards must have a total and show the number of 10s and Xs. They must all be signed. Absence of a total or a signature will cause the archer to be disqualified.

During finals, please instruct your archers' agents to check that what is entered in the scorecard is exactly what is on the target. Archer's agents are expected to sign their archer's scorecard, to have a pen to mark arrow holes and to have (if needed) a device to pull arrows from the targets.

14- Important rules to remember

- The shooting time for the individual categories in the Pan American Championships is 30 seconds per arrow (20 seconds in the individual finals).
- The shooting time for the individual categories in the Parapan American Championships is 40 seconds per arrow (30 seconds in the individual finals).
- No extra time will be allowed to shoot arrows they were not shot within time due to equipment failures or medical issues.
- Changes in team composition for match play are allowed, provided that the change is informed to the chairman of judges (or his deputy) or the results manager at least 15 minutes prior to the start of the first team round in the category concerned. The form to inform these changes can be found at the end of this booklet. If a team does not submit a team composition form, it will mean that the archers shooting team matches will be the ones who qualified the team (the highest ranked ones).

15- Team Uniforms

All World Archery rules in connection with uniforms will be applied, except for the World Cup specific rule that requires archers and teams shooting finals to have two uniforms with different colors. The rule on sleeve colors for finals matches will be enforced.

16- Pan American Games Qualification

Recurve

Team qualification will be decided on November 23rd: men in the morning and women in the afternoon.

The top five teams in team match play will win Pan Am Games qualification. If Chile ranks in the top five, the sixth-ranked team will qualify. Ties for the last qualifying position (same number of set points and total score in the last match) will be solved by a three-arrow shoot off between the teams involved in the tie. This tiebreaker will be shot before the start of the semifinals.

The archers who won the individual gold medal at the South American Games, Jorge Enríquez (COL-RM) and Ane Marcelle Dos Santos (BRA-RW) can be part of their respective teams to win team positions.

Individual places will be allocated to the top three individual archers in a separate round in which Chile and the countries that won team spots will not be included. This round will be held on Friday November 25th in the morning. The country that qualified an archer in the South American Games will not be included either.

If the country that won the individual spot at the South American Games wins a team position for the Pan American Games, the individual spot won in Asuncion will no longer be valid and will be added to the individual round to qualify for the Games at the Pan American Championships. This means that 4 individual positions will be allocated.

Each country eligible to compete in the individual qualifier can enter up to three archers but can win only one individual position. The names of the three archers who will compete in the separate individual match play must be submitted to the technical delegate or the results manager up to one hour after the conclusion of the Qualification Round. If no names are reported within this timeframe, the top three ranked archers in each team with four participants will be entered to compete in Pan Am Games individual qualifier.

The final ranking to decide individual positions after the individual match play will be based on World Archery rules to rank archers in positions from 1 to 8. If a qualifying position needs to be awarded to archers ranked lower than 8th, positions from 9 to 16 will be decided using the same system (number of set points and then total score in the last match shot).

Compound

Team positions will be allocated to the top five teams in match play. The teams will be formed by three archers, though at the Pan American Games the teams will include only two. Chile does not have a pre-assigned team position as the host country. This means that they will be eligible to shoot for one of the team slots. Ties for the last qualifying position (same total score in the last match) will be solved by a three-arrow shoot off between the teams involved in the tie. This tiebreaker will be shot before the start of the semifinals.

The archers who won the individual gold medal at the South American Games: Ivan Nikolajuk (ARG-CM) and Sara Lopez (COL-CW) can be part of their respective teams to win team positions.

Individual spots will be allocated to the top (1) individual archer in a separate round in which the countries that won team spots will not be included. The country that qualified an archer in the South American Championships will not be included either.

If the country that won the individual spot at the South American Championships wins a team position for the Pan American Games at the Pan American Championships, the individual spot won in Asuncion will no longer be valid and will be added to the individual round to qualify for the Games at the Pan American Championships. This means that 2 individual positions will be allocated.

Each country eligible to compete in the individual qualifier can enter up to three archers but can win only one individual position. The names of the three archers who will compete in the separate individual match play must be submitted to the technical delegate or the results manager up to one hour after the conclusion of the Qualification Round. If no names are reported, the top three ranked archers in each team with four participants will be entered to compete in Pan Am Games individual qualifier.

North American Qualifier

An individual position will be allocated to the country of the highest ranked archer from this geographical region (USA and Canada) who did not win a team or individual position for the Games at the Pan American Championships. Only archers who ranked in the top 8 positions in the overall individual qualifier for the Pan American Games at the Pan American Championships are eligible to win a position for their country in North America. If the countries in North America already won team or individual spots for the Games at the Pan

American Championships, the North American spot will be allocated at the last qualifier in 2023 and will be made available to all countries in the whole continent.

As North America is comparatively smaller in terms of number of countries than South America and Central America and the Caribbean, no separate positions will be allocated to North America in the compound men and women events.

17- Para Pan American Games Qualification

Qualification for the 2023 Parapan American Championships includes the allocation of 7 spots (maximum one per country) in each for the four open categories (RMO, RWO, CMO, CWO), and two positions in each of the W1 events.

In addition, one spot in each individual event will be allocated to Chile as the host country.

The allocation of the 7 or 2 positions will be based on the final ranking in match play in each of the events. For Para Pan Am Games qualification purposes only, the archers losing their 1/8 or 1/16 matches will be ranked following the same rules that rank the losers of 1/4 matches. Only if this system does not suffice to break ties will a one-arrow shoot-off be required.

Based on the current number of participants registered as of November 7, all countries which have registered at least one archer in the RWO and CWO categories have secured a spot for the Para Pan American Games.

As indicated in the Qualification system, a total of 10 more positions will be allocated by a bipartite commission later.

18- Classification

Classification of para-archers will be conducted at the competition venue, except for the visually impaired archers who will be transported to a clinic in which they will be assessed by an ophthalmologist.

The classification schedule has been distributed to all national federations with archers in their rosters who need classification. Please make sure your archers and team officials are aware of the date and time when they will be classified. A copy of the classification schedule can be found on IANSEO.

Please ensure that your archers arrive at least 10 minutes prior to their scheduled time. They will need to bring their passport or national identification, all their adaptive equipment and their bow(s). A Coach or Team Manager may accompany the athlete. Classification will be conducted in English, so an English-speaking member of your team should accompany the athlete if necessary. If no member of your team speaks English, you may require the presence of a LOC bilingual volunteer to assist with the translation. The classification cards will be distributed after an on-field observation is completed.

19- Practice

Practice facilities will be available starting on November 19th. Transport to the venue will start running on the 19th at no additional cost. A transport schedule will be posted on IANSEO.

A practice field with around 15 to 20 targets can be used at the venue until November 25 in the morning.

Practice on Friday Nov. 25 afternoon will be allowed only to archers competing on the 26th and 27th. Teams/archers wishing to practice on Nov. 25 in the afternoon must inform the Technical Delegate by 5.00 pm on November 24 so that venue-hotel transportation can be arranged. The practice field will close at 4.00 pm on Nov. 25, and the venue-hotel bus(es) will leave at 4:15 pm.

During finals, a portion of Field A will be available only for archers shooting finals matches.

20- Archers in the VI Category

A section of field B will be designated to the archers in the VI category. The targets will not be moved, and each archer will always shoot at the same target all throughout the event (qualification and elimination). The position of the faces on the butts will be marked so that it does not change when a face is replaced. The frames will be allowed to stay on the field for the entire tournament. As all VI archers will compete in one single category (VI-1), they will be required to wear a blindfold as soon as they arrive at the venue.

21- Venue access

An access control system will be implemented. The accreditation cards have a code that will be scanned by the LOC at the entrance to each field at the venue. Archers not shooting competition will not be allowed to enter the field of play. There is plenty of space in the stands on Field A for non-competing archers to sit and watch.

On Field A the judges will strictly enforce the World Archery rules regarding the number of officials a team is allowed to have at the same time on the field. During individual matches, a team will be allowed one official for each archer in competition, plus the team manager just in case an appeal needs to be filed.

Control will also be exerted on Field B, though with more flexibility given that some team officials may act as spotters for the VIs, or assistants to the rest of the para-archers.

Archers who are eliminated from match play will be required to leave the field of play not later than 10 minutes after their matches have concluded. The same applies to team officials who no longer have their archers in competition.

Participants who hold a “guest” accreditation card will not be allowed in the archers’ rest area or anywhere else on the field of play. They can watch the competition from the stands. Their accreditation allows them access to the common areas at the venue (including the restaurant), use of hotel-venue-hotel and airport-hotel-airport transport and to a reserved area in the stands.

22-World Archery licenses

Archers and officials who have not participated at World Archery events in 2022 are expected to pay a World Archery license which includes the coverage of an insurance policy. The national federations concerned may have already chosen whether to pay prior to the event or to be invoiced and pay at the end of the year.

License payment (if your national federation has decided to pay them on site) must be made to the Technical Delegate in cash prior to the start of competition in Chile. The amount to pay is 100 CHF or 100 USD.

23- Awards Ceremonies

The date and time in which each award ceremony will be conducted can be found on the competition schedule on IANSEO. All award ceremonies will be held on Field A as the flags will not be physically hoisted. They will be shown electronically on the large screen on this field.

24- Airport pick up and drop off

The organizing committee will have volunteers meeting the teams at the airport. They will carry target faces so they can be easily identified.

If some luggage does not arrive with the team, please follow the usual baggage reclaim procedures, and inform the LOC airport staff so they can follow up accordingly.

If your flights to Santiago area delayed or cancelled, please inform Cristian Ureta (+56 9 7862 8034) by WhatsApp.

For departures, please check with the LOC that the flight schedules they have are correct. A schedule of hotel-to-airport pickups will be posted.

25- Breakfast and dinner

Breakfast and dinner will be served in a designated area at the hotels with the following schedule:

Breakfast	06:00 to 09:00 am
Dinner	07:00 to 09:30 pm

Dinner vouchers will be distributed to all participants.

26- Lunch at the venue

Lunch will be served at the archery venue starting on November 19. All participants who booked their accommodation through the organizing committee will receive lunch coupons once their teams have made all due payments to the Organizing Committee.

The restaurant at the venue will open at 11:30 for archers competing in the afternoon and will close at 14:00.

27- Hydration

Bottled water will be provided. Water coupons will be delivered. A bottle can be claimed either with a coupon or upon return of an empty bottle. Water dispensers will, in addition, be placed on the fields for refills.

28- Transportation

A transportation schedule will be published on lanseo. Please be informed that the times listed on the schedule refer to the time the buses will depart. This means that it is advisable for your team members to be down at the lobby ready to board the buses at least 15 minutes before the buses are scheduled to leave.

The buses will leave for the venue and back to the hotels as soon as they are full.

The organizing committee will not provide additional transport to participants who are not on time to board their buses.

29- Equipment storage at the venue

The organizing committee will make storage rooms available at the venue for the archers to leave their equipment. These rooms will be located under the stands on Field A. Since the venue is a military facility, it is very safe to do so. You are encouraged to leave your equipment at the venue to facilitate bus loading and drop-off.

30- Appeals

The Jury of Appeals will operate with three members at each time. They will be chosen from the pool of six members listed in this manual. The choice will depend on which countries are directly involved in the appeal and on the presence of the potential members at the venue at the time the appeal is lodged.

According to World Archery Rules, an intention to appeal must be presented to the Chairman of Judges not later than 5 minutes after the end of a stage of the competition or before the start of the next stage, whichever happens first.

Team managers have up to 15 minutes (including the five minutes referred to in the previous paragraph) to lodge the appeal in the proper format. The Chairman of Judges shall reject either the intention or the actual appeal if the time limits are not complied with.

According to a recent bylaw change, the Chairman of Judges has the right to correct a mistake made by a judge if there is enough evidence before an appeal is lodged with the Jury. These corrections do not include changing the value of arrow called by the judge or reverting a yellow card decision in a team match.

31- Doping tests

Doping tests will be conducted at the venue.

32- Face masks

Though the restrictions to wear masks have been lifted in Chile, it is still mandatory to wear them in health institutions. It is also advisable to wear them when using public transportation.

33-Athletes' Committee Elections

The World Archery Americas' Athletes Committee will be elected **by the archers** competing in Santiago. Voting will take place just as the archers come for equipment inspection (able-bodied on the 21st, and paras on the 22nd). There will be volunteers who will distribute the ballots to the archers.

Please inform your archers that they should take advantage of this opportunity to decide which archers will represent them in World Archery Americas.

It is a three-member committee. This means that your archers can vote for up to three candidates if they wish. At previous elections this has been misunderstood and some archers have voted for only one candidate assuming that just one can be elected.

The names and photos of the candidates to this Committee will be advertised on our social media by November 13 so that everyone gets to know them in advance.

34-Special requests

Teams needing to have PCR or Antigen tests conducted before they fly back home must contact the LOC gerencia@fechta.cl at least 10 days before the day on which they need to have the samples taken.

All expenses associated with these tests shall be borne by the team or individuals concerned.

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 Managers wish to use other athletes of the team, please use this form to name the athletes that will be competing in the team event. Forms to be given to the Results Manager or the Chairman of the Judges Commission at least 15 minutes before the start of the team competition.

Mixed team nomination form

Country: _____

Recurve Mixed team:

1.

2.

Compound Mixed team:

1.

2.

Name and signature of Team Manager:

.....

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 head of technology or Chairman of the Judges Commission at least 15 minutes before the start of the mixed team competition.

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: _____