



**ASAA Post Tournament requirements:**

The following are minimum ASAA Post Tournament requirements for ASAA and AZ JOAD state championships, the Duel in the Desert Trials and the Duel in the Desert. Post tournament tasks are best managed by planning for them during the pre-competition and competition phases.

Post Tournament tasks:

- **Results**
- **Awards**
- **Equipment**
- **Records**
- **Finances**
- **Acknowledgements**

**Results:**

- Score cards are to be submitted and collected by the tournament as soon as they are complete and signed by the archer. This should take place quickly and not more than one hour after the last arrows are shot.
- The tournament shall review scorecards and correct any found math errors. This needs to be accomplished quickly to be able to conduct the awards ceremony.
- The ASAA asks that results be provided to the ASAA webmaster in excel spreadsheet and acrobat pdf for posting online. Ideally score are entered into the spread sheet each day or more often. Partial should also be posted.
- Submit final results to the ASAA webmaster within hours after the scorecards are received. Typically no later than the same calendar day. The ASAA webmaster is to post the results on [www.azarchery.com](http://www.azarchery.com)
- Prepare a press release recording events and post online. Include the following information:
  - Date, Time and duration
  - Location
  - Describe the event
  - Attendance, JOAD, Seniors, Masters
  - Officials
  - Weather
  - #of target mats
  - Human interest stories
- Request that the Chairman of Judges submit a report to the USAA Rules Chair and the ASAA judge's leadership and to the tournament director.

### Awards:

- Narrative
  - It is best to have the awards (Medals, trophies, certificates, remembrances, prize money) before the tournament. To do so, the registration should be finalized in time to order and receive the exact number of awards. This is generally practical. Generic awards can be ordered in sufficient quantities to be able to present to the likely number of attendees. This can be risky and costly. There is no ideal solution, each tournament is different.
  - An option is to not award at the tourney. This method allows for time for the scores cards to be checked and double checked. Order and deliver the awards to the winners after the tournament. This method allows the names of the archer to be included on the award. This method can be considered anti climatic. Often this method results in poor execution as the tournament staff becomes complacent after the tourney.
- At tournament award
  - Set up an awards presentation area. This can be on an awards podium or in a central area.
  - Arrange for an announcer with PA access.
  - Set up awards (table) for ease of presentation.
  - Conduct the ceremony by announcing the winners, presenting awards and taking a photo of the winners. A photo of the entire medalist with their awards is excellent for the website posting.
  - Submit list of winners and photo for posting on line.

### Equipment:

- Inspect equipment wear and tear and document
- Put equipment away
- Inventory supplies that were used (target faces, other) and document
- Document broken or otherwise missing equipment
- Report information including documentation and how the equipment preformed to equipment management.

### Records:

- This is a service to the archers. Execute whenever possible. If you are unable to do so, let the archers know so they can see to submit themselves. Print off records and display at the tournament.
  - **World Records** to be submitted to the USAA as soon as possible. The USAA has 10 days to submit a world record. [http://www.archery.org/admin/World\\_Records\\_view.asp](http://www.archery.org/admin/World_Records_view.asp); [http://www.archery.org/UserFiles/Document/FITA%20website/07%20Publications/03\\_FITA\\_Forms/World\\_Records\\_claim-list.xls](http://www.archery.org/UserFiles/Document/FITA%20website/07%20Publications/03_FITA_Forms/World_Records_claim-list.xls)
  - **National Records** to be submitted to the USAA (10 days) [www.usaarcheryrecords.org](http://www.usaarcheryrecords.org); <http://www.usaarcheryrecords.org/RecordClaimForm.pdf>
  - **State JOAD Records** to be submitted the State JOAD Coordinators <http://www.azjoad.com/main/siteindex.htm>
  - The **Arizona State Archery Association** does not actively keep state records. Volunteers are sought to collect them and keep track of them.

**Finances:**

- Pay judges field crew and officials. This is ideally cash paid at the field.
- Pay range fees
- Pay equipment rental fees
- Pay port-let rental and service fees if applicable
- Pay for supplies used if applicable
- Document funds received and funds spent
- Distribute profits as agreed upon

**Acknowledgements:**

- Thank all that took part in the event:
  - Archers
  - Sponsors
  - Hotel
  - Transportation
  - Volunteers
  - Tournament venue
  - Judges
  - Vendors
- Ask for input from officials, judges, staff and archers. Share the information with the tournament staff and ASAA leadership to help make the next event a better one.
- Identify those that might be good candidates to run events in the future and encourage them to do so.

**END**