



DRAFT December 2011

USA Archery Arizona (USAA AZ) State Championships and major events criteria

"Don't assume anyone else is taking care of anything, and then ask for help."

Purpose

Event: State championships are typically ranking rounds to conduct state championship competition for USAA Arizona members. Major state events include regional competition.

Tournaments: State championships and USA Archery Arizona primary events including; State championships and events:

- State Indoor Championship (Masters, Senior and Youths)
- State JOAD Indoor Championship (Youth championship with optional guest Seniors/Masters)
- State Outdoor Championship (Masters, Senior and Youths)
- State JOAD Outdoor Championship (Youth championship with optional guest Seniors/Masters)
- Field Championship (Masters, Senior and Youths)
- Duel in the Desert Trials (Masters, Senior and Youths)
- Duel in the Desert

National and international events are subject USAA, WA Americas and World Archery criteria.

Philosophy: Provide competition, recreation and development opportunities for USAA Arizona members in a manner that encourages long term participation at the state, national and international level.

USAA Membership: Participants must be USAA/NAA members listing Arizona residence to be eligible for state championships and teams. Contact USAA for a membership listing two weeks in advance of the tourney to check membership at check in. Note that alternative proof of membership and payment are acceptable.

Host: USA Archery Arizona anticipates that first time event host will conduct a modest event that satisfies the minimum requirements under the guidance of a USAA AZ sanctioned "Technical Delegate". As the host gains more experience, the state association expects that the host will provide additional amenities and improvements.

Date and Venue

Date and location go hand and hand: Date must fit in with the tournament schedule. Coordinate with USAA AZ leadership.

Location: The range must be large enough space.

Outdoor: The practical minimum outdoor size is 100 cm per archer outdoor and (39 1/2" per archer) to allow for spotting scopes on the line. The only way to know that the field is large enough is to measure it and see for you and walk the shooting line and target lines. The rough area needed for a 96 archers shooting on 24 targets is 375 feet wide including side safety areas plus practice area by, 400 feet deep PLUS rear 150 feet deep safety area.



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Indoors: Indoors requires 80 cm (32") per archer, 5'-4" width per target. 12 targets require a 68 feet wide space. 120 feet is required from the back wall of the target area to the spectator and bow case area.

Safety: Indoors and outdoors requires to attention to the control of the safety areas and shooting procedures.

Considerations and requirements:

- Field near where the archers can readily drive to and from the range to homes or hotels.
- Access, cars and transporting equipment including bow cases to and from the shooting area.
- Parking nearby (and/or drop off pick up area for bow cases and equipment).
- Restrooms (port a potties) in sufficient numbers near the archers.
- Waiting line, shooting line, target line, # of target space
- Archers and spectator seating
- Drinking water (fountain or bottled)
- Trash receptacles
- DOS stand and equipment
- Registration, score cards, results administration
- Side and rear safety area and protection.
- Target and target faces
- Equipment, timing and sound system.
- Outdoors
 - Archer and spectator area shade canopies
 - Elevated Director of shooting (elevated preferred)with canopy

Wheel chair accessibility: Provide parking and toilet facilities as needed. Note that "chaired athlete" occupies a shooting space during the AB and CD shooting line.

Archers to spectator area separation: Archers seating separate from spectators are encouraged. Archers seating should have seat backs and no arms. Instructors and coaches are prohibited from the archer's area.

Non Archers in the Archers area: Archers and tournament staff only are allowed in the archers area including; judges, leader board crew, field crew, staff and the media. Photographers, such as parents, instructors and coaches may enter the archer's area momentarily to photograph with the permission of the TD, DOS and COJ, but must leave promptly.

Group photo: All are encouraged to photograph and post photos to publicize the event. Tournament to direct an appropriate time and location for the photo.



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Tasks

A Tournament Director's primary goal is to find and coordinate staff and volunteers and insure that the event is sound.

Star FITA: Upon verification of tournament dates and location; USAA AZ tournaments are STAR FITA registered to allow for World record setting, World Archery star pins and qualifying scores acceptance. (As of 2011, \$50) Note that tournament location can be changed from the originally registered location. If the location is changed, inform the USAA/NAA office.

Registration: Verify eligibility (age and USAA membership), contact information, category and payment. Confirm registration with entrant, update entrant. Provide information for target assignment, score cards and awards.

Registration and information: Review past registration and information and base tourney info from them to provide the archers with event continuity. There are three documents as follows:

Tournament information: (This is the primary information sheet)

- Event name, Host, Information contact
- Type of event, format rules, procedures, dress code
- Date, Time, Schedule, Location
- Eligibility, Membership requirements, Archer categories
- Entry fee, late fee
- Awards
- Food sales, other

Day of event registration is discouraged but may be offered for financial success.

Registration form:

- Archer contact information: Name, address, phone number, email
- USAA membership number or expiration number.
- Entry fee paid
- Request for shooting session if applicable
- Bow type, Gender, Age classification
- Registration (internet, fax, mail, email, other)
- Payment

Waiver: See example from previous events

- Name
 - USA Archery
 - USA Archery Arizona (AKA Arizona State Archery Association)
 - Host club

Target Assignments: Group competitors in the same category together so that they may shoot and score together. Pay attention to target assignments with regards to target face size and type.



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Scorecards: Review score card with the tournament technical delegate and COJ. When possible include USA AZ logo and club name/logo. Include date and location text. Archers score cards are to be kept for two years.

Tournaments are encouraged to double scorecard, one white, the other colored. One card will be kept by the tourney. One card will be kept by the tournament. The official score card is the card kept by the tourney. Archers may request that their score cards copy be signed by a judge for qualification scores, records or Star FITA pin submittal.

Results: Post result on the tournament website each day. It is the tournament responsibility to check scorecard for overall correctness. Plan on two people to spend at least one hour checking addition. Apply tie breaking per World Archery rules and judge guidance.

Task leaders:

- Field layout and equipment set up and take down
- During tournament field crew.
- Judges, DOS, Officials.
- Registration, Target assignments.
- OR flow, Team Rounds, Scorecards and Results Data Entry/posting.
- Leader board.
- PR, Marketing, Community Outreach.
- Post event criteria http://www.azjoad.com/main/forms/ASAA_Post_Tourney_Requirements-Nov-2010.pdf

Awards: State championships award 1st, 2nd and 3rd place unless otherwise published in with the tourney information.

Championships: Standard awards quality: 5x7 plaques. Archer name are verified at the tourney and plaques are custom made with:

Archers name (**Joe Archer**)
Placement (**1st, 2nd, 3rd Place**)
Year (**2011**)

USA Archery Arizona (logo)
Competition name (**State Field Championship**)

Plaques are typical for youths. Awards with names manufactured after the tourney and mailed or otherwise delivered to the award winners.

Quality medals without archers name may be awarded as follows:

Placement (**1st, 2nd, 3rd Place**)
Year (**2011**)

USA Archery Arizona (logo)
Competition name (**State Field Championship**)

Note that archers may opt to decline an award. In such cases, a gift of equivalent value is appropriate. Pay attention to the cost of awards and mailings. To be safe, budget one award for each archer.



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Media: Send a press release and event information links via USAA AZ email list, Facebook and websites. Promote to archers, sponsors, extended archery community and general public.

Program: Post tournament information at the range including schedule, instruction, procedures and lane assignments. This information is particularly useful for new participants. Post the state and national and world record for the event format.

Food: (Optional but strongly encouraged) providing hot food is a service to the archers. Snack and beverage are encouraged throughout the event. If there is a lunch break hot food such as burger, hotdogs and grilled chicken are greatly appreciated. If food sale are offered, be sure to indicate in the tourney information and send reminders as the tourney approaches.

BBQs, banquet, social or party: Encourage other clubs to host an event in conjunction with the tourney.

Hotels: (Optional) Tournaments are encouraged to identify a nearby tournament hotel that offers a breakfast that is served well in advance of the tourney start time. The host hotel should be a medium quality (three stars or higher). Note that those that seek modest or expensive accommodations will find them on their own. The host hotel is for the archer of average means (neither budget nor luxury).

Ongoing leader board: (Optional) Tournaments are encouraged to provide ongoing results to the archers and spectators.

Archer's bag: (Optional) A nice gesture, especially for youths.

Credentials: (Optional) Tournament may issue credential if desired. Otherwise the TD, DOS and COJ are aware of who is and is not allowed in archer's area.

Archers hip/quiver ID: (Optional) Tournament may issue credential if desired. Otherwise the TD, DOS and COJ are aware of who is and is not allowed in archer's area.



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Equipment

Equipment: Target matts, Target Stands, Flags, Target Numbers, Distance Numbers, Lane Numbers, Lane and shooting lines, Sound system, Timing system. These can be borrowed if you can find a way to get them to and from their home location or otherwise arranged for.

- USA AZ equipment: May be borrowed for free so long as they are returned in sound condition:
 - Target Matts, USA AZ has quality target matts for rent at \$5 per day per target. Pass Thru Protection is also available
 - Target Stand: Rope and stake the target stand to the ground to prevent tipping over during windy conditions. Ideally the target matts and stands checked to insure that they are sturdy and at the rules prescribed height. USA AZ may be borrowed for free.
 - Target Faces: If available, target faces maybe purchased from USAA AZ or replaced in kind. Target Face Pins are also available
 - Sound System: Coverage of target area, archers area and spectator area
 - Timing system
 - Two way radios: for officials communications
 - Clipboards and clips
 - Lane and Distance Numbers
 - Bow Stands: a few stands are nice.
 - Flip Score Card (Optional)
 - Limited number of tables and chairs
- USA AZ Outdoor Equipment
 - Target Wind Flags
 - Windsocks
 - Rain bags for Clipboards
 - Limited number of canopies
- Venue setup:
 - Distance lines, 3 meter line, shooting line, 1 meter team round line, photo line, waiting line, equipment area; Chalk, paint or tape as appropriate. (Outdoors, lane lines between each pair of (or 3) targets)
 - Flags and Banners: Traditionally a USA flag is flown at a tournament.
 - Director of Shooting Stand:
 - Table with PA and Timer and a chair (Outdoors, shade and rain canopy)
 - Power: For PA, timers, results, lights, etc.
 - Timers visible from shooting line looking down range.
 - Chairs: Archers and spectators
 - Tables for administration and for bow set up and take down
 - Drinking water via fountain or bottle water, no water coolers.
 - First aid kit
 - Restrooms or portalets: sufficient quantity approximately waste fixture per each 25 persons. Locate near but not too near to the archers.
 - Trash Cans
- Outdoor, Inclement weather provisions, i.e. lightning refuge area.



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Staff

Judges: USAA AZ assigns a Chair of judges. USAA AZ may provide DOS and judge assignments upon request. Payment is typically \$50/\$75 for per ½ day, \$75/\$100 for a full day. Hotel room maybe required for out of town judges.

Field Crew duties during tournament:

- Set up timer clock system and sound system.
- Help move and stake down target stands at distance changes.
- Keep water bottles available.
- Keep generators fueled.
- Keep track of target faces and clip boards.

- Put up and Put away timer and sound system that maybe vandalized or damaged overnight.
- Put away paper work.
- Dispose of trash.
- Outdoors: Put up canopies in the morning then take down canopies and umbrellas that maybe damaged by overnight winds and storms.
- At the end of the day, put chairs back in place.

Field crew equipment:

- Hammers for staking.
- Wagons to move equipment
- Gloves, hat and sunscreen.
- Extra rope and stakes.

Scoring Data Entry Crew:

- Distribute score cards on clip boards.
- Collect scorecards and clip boards each day.
- Check scorecards as they are turned in at the end of the scoring.
- Enter data for seeding and web posting.

Leader board (optional task):

Every 12 arrow update is a reasonable goal. A white board and dry erase markers are fine so long as rain is not expected. Poster paper works too. Sheets of paper with archers name, end # and score is all that is needed and can be used over and over again. The sheets are passed out at the target by volunteers and then collected by the same volunteers before the archers return to the line. This is a volunteer intensive effort.

Match play coordinator: Optional as required to conduct event.

First Aid staff: Encouraged but not mandatory. Provide a first aid kit.



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Finance

\$\$\$: Tournament is typically self-funded. As of 2011, tournament host are not required to share proceeds with USAA AZ but maybe require on a case by case basis. A “spread sheet” is the best way to account for everything. Here is a sample excel tournament cost spread sheet that can be modified for a particular tournament. (www.azjoad.com)

http://www.azjoad.com/main/forms/tournament_expense_template.xls

Tournament entry fee: As of 2011, state level and championship tournament entry fees are anticipated to be \$25/\$30 for a single day and \$35/\$45 for two days **PLUS** facility rental fees of up to \$20 per day.

Resources

Tournament experience is the best resource. Experience tourney host, tourney directors, technical delegates and chair of judges are valuable resources. Don't re-invent the wheel, it has already been invented. It is suggested that tournament host be USAA judges.

Rules: USA Archery rules per World Archery rules.

Websites:

- FITA www.archery.org
- USA Archery (National Archery Association) www.usarchery.org
- USA Archery Arizona: www.azarchery.org
- Resources per AZJOAD: www.azjoad.com
- Examples/Arizona Cup <http://www.arizonacup.com>

USADA (US Anti-Doping Agency): State events are not required to conduct drug testing.

Liability Insurance: Typically the public entity or field owner require proof of insurance. USAA club insurance usually is adequate. Submit for insurance certificate as soon as possible.

Risk Assessment: Typically the school or public entity or field owner will seek events safety record. Here is an example of a compilation of information used to obtain permission to “shoot on campus”:
(www.sundevilarchery.com)
<http://www.sundevilarchery.com/uploads/Risk%20Assessment%20redact.doc>

Sponsorship: Clubs, businesses and supporters may be approached to SPONSOR A BALE - in return for putting their name on the fence or at the target. Announce sponsorship.

Prize money: Social level prizes and prize money may be offered. Warn participants that they are responsible for all taxes, requirements and restriction including NCAA requirements.

Club Membership: Club membership highly encourage but “not mandatory”. (Background, there are many areas where there is not a JOAD club nearby, as a result the JOADs participate as individuals only.)



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Outline, Tournament Schedule

Set up:

- A day, week or month long effort including promotion
- Registration, staffing and tourney preparation.
- Set up field equipment

Practice day: Optional, may be official or an official practice.

- COJ to check venue, judges meeting
- Prepare to administer event

Competition day:

- Final set up
- COJ to check venue, judges briefing.
- Equipment inspection
- Check in, target assignments
- Official practice rounds under the control of the DOS.
- Distribute score cards
- Group photo
- Competition rounds under the control of the DOS
- Break, restroom, snack/lunch.
 - Review scorecards.
- Competition rounds under the control of the DOS
- Archers complete score cards and submit, tournament collect score cards
- Check score card, post results
- Post competition judges meeting
- Put away equipment, Prepare for next competition day.

Mid event or closing day: similar to competition day schedule

- Beginning of day
 - No equipment inspection once is enough.
- End of day
 - Shoot off tie breakers if required after scorecards are checked
 - Awards ceremony
 - When award are to be issued weeks after the event a ceremony can be conducted to photograph 1st, 2nd and 3rd. Consider a group photo of all the medalist.
 - Take down, inventory and plan repairs
 - Return equipment
 - See also post event Requirements:
http://www.azjoad.com/main/forms/ASAA_Post_Tourney_Requirements-Nov-2010.pdf

End

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