



Archery Western Australia Inc.			
Title:	AWA Policy Manual		
Subject:	Event Management		
Responsibility:	Council Of Clubs		
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Replaces:	New		
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## 1. Overview

- 1.1. This document is a guideline for the management of events that are registered with Archery Western Australia (AWA) for inclusion of the state calendar. All events are to be shot in accordance with Archery Australia (AA) rules and policy.
- 1.2. Clubs may elect to organise competitions at both the club and interclub level that do not involve the use of Judges, these will be known as Shoots and may also be registered on the AWA calendar.
- 1.3. Archers have the history of battling on in adverse weather conditions as such organizing committees are always reluctant to suspend shooting, postpone, abandon, reschedule, or delay an event due to weather, emergencies or any incident or act that makes the conduct of the event impractical, unsafe or may cause injury, or has the potential to cause death or damage to people or property.
- 1.4. An organising committee has a duty of care to ensure the safety and wellbeing of all competitors, official, volunteers and spectators. This is particularly important during adverse weather conditions.
- 1.5. A Qualifying Ranking Event (QRE) as provided for in AA Policy 1031 (*2015 QRE Guidelines*) will be considered to be a tournament under this policy.

## 2. Registration

- 2.1. To register an event on the AWA calendar the host organisation must lodge an event registration form (300-012.02) with the Tournament Chairperson prior to the day of the event.
- 2.2. The minimum period of notice for registration of events is as follows:
  - World Archery (WA) registered Tournaments – 60 days
  - Archery Australia registered Tournaments – 60 days
  - QRE registered Tournaments – 30 days
  - Interclub Shoots – 30 days

Please note that WA and AA registered Tournaments will have priority of scheduling within the AWA calendar.

### **3. Entries**

- 3.1. Organising Committees shall ensure entries are distributed to all invited participants no less than 30 days prior to the close of entries, for State Championships no less than 45 days. Entry forms may be in a printed or electronic format and may be distributed by mail, email or listed on a website. Irrespective of how the forms are distributed, the form must be available in a format that can be easily printed, distributed and displayed on a Notice Board.
- 3.2. Tournament Organisers must make provisions to allow archers to enter tournaments and pay entry fees using a variety of processes, a single process must not be used. Entrants must be provided with at least two variable alternatives. Unless otherwise agreed by the Organising Committee, entry fees must accompany entry forms.
- 3.3. The organising committee should develop a Cancellation and Refund Policy in line with the Archery Australia Policy.

### **4. Results**

- 4.1. Prior to the presentation of any awards, results must be displayed for a minimum of 15 minutes. This time is provided to allow archers and Team Officials to highlight errors and lodge protests with the Organising Committee and/or Jury of Appeal. Presentations cannot go ahead until any appeal or protest is resolved. During this time scorecards may be corrected by the Organising Committee.
- 4.2. As from 1<sup>st</sup> January 2015 all registered tournaments must use the Archers Diary Scoring and Results system.

### **5. Scorecards**

- 5.1. All tournament scoring shall be double scoring unless electronic scoring is being used in conjunction with a single scorecard. If electronic scoring is being used only a single written scorecard is required. At all times the written scorecards will be the official records of scores.
- 5.2. Within 7 days of the conclusion of a tournament, the event organisers' shall send one of the scorecards or a photocopy to enable award claims and records to be processed. The score cards must be accompanied with a copy of the AA Event Verification Form. (AA Policy 1013)

## 6. Suspension/Postponed/Abandoned or Delay

- 6.1. The organising committee may decide to Suspend, Postpone, Abandon or delay a tournament this may be caused by weather events such as heavy rain, hail, lightening, strong winds, or extreme heat. In all circumstances the requirements of Archery Australia Policy 1026 (AA Tournament Management Guidelines) must be complied with.

## 7. Authority

- 7.1. Prior to the commencement of an event the Organising Committee, Director of Shooting (DOS) , Judges and Technical Delegates (if appointed) have the authority to make any decisions relating to abandonment, postponements or delays.
- 7.2. Once an event has commenced the DOS in consultation with the Organising Committee, Judges and Technical Delegates (if appointed) have the authority to make any decisions relating to postponements, delays or abandoning the event. It is the responsibility of the organising committee to examine weather forecasts prior to commencement of an event, and attempt to determine any possible adverse weather conditions that may cause a delay or the need to postpone or abandon the event.

## 8. Emergency Planning:

- 8.1. The RGB, Club or Organising Committee is expected to have developed an Emergency Plan prior to the commencement of the competition.

## 9. Correct Terminology:

- 9.1. The RGB, Club or Organising Committee should ensure that all forms and advertising for events use the correct and consistent terms as detailed in the table below:

State Archery Championships	The State Archery Championship conducted annually catering for all Divisions and Class of archer. Always referred to as the AWA State Championships or States and abbreviated to SAC. There will be a SAC Target, SAC Field, SAC Indoor and SAC Clout.
Class	The term used to describe an athlete's age group, i.e.: Cub, Intermediate, Cadet, 20 & Under, Open, Master, Veteran and Veteran Plus.
Youth	The generic term used to describe athletes in the Youth Age Class: i.e. 20 and Under, Cadet, Intermediate and Cub.
Junior	The term is used by World Archery (WA/FITA) and should not be used as it applies to the age division 18 to 20 years of age.

Minor	An athlete who has not achieved their 18 <sup>th</sup> birthday
Senior	An athlete aged 18 year and over and may include classes Open, Master, Veteran, Veteran Plus or 20 and Under
Gender	In all Divisions except for Intermediate and Cub, gender is referred to as Men and Women. For Intermediate and Cub divisions gender is referred to as Boy and Girl.
Division	The term used to describe the types of equipment that is used, i.e. Recurve, Compound, Longbow, Barebow etc.
Category	The combination of a Division and a Class
End	A set number of arrows shot prior to scoring: can be either 6 arrows or 3 arrows.
Tournament	<p>A tournament is a competition registered with Archery WA and Archery Australia open to current financial affiliates of Archery Australia.</p> <p>Tournaments will not be limited by Division, Class, Gender or Category unless the tournament is a Matchplay which may be limited by Performance, Division, Class or Category.</p> <p>Results may be determined by either Score or Handicap Rating or both.</p>
Round	The term used in archery to designate the number of arrows to be shot at a specific distance, at specific sized target faces
Shoot	A low level casual competition either at club or interclub level without the use of Judges.
Event	An organised competition



## CALENDAR EVENT REGISTRATION FORM

**Part A**

Club Hosting Event:
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Name of Event:
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Note: An event can only be referred to as a Tournament if it has been registered with WA or AA

Date to be Held:	(Check minimum notice requirements )
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Event will be held at:
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Type of Event:	<input type="checkbox"/> WA Registered Tournament	<input type="checkbox"/> Date Reg With AA	<input style="width: 90%;" type="text"/>
	<input type="checkbox"/> AA Registered Tournament	<input type="checkbox"/> Date Reg With AA	<input style="width: 90%;" type="text"/>
	<input type="checkbox"/> QRE	<input type="checkbox"/> Date Reg With AA	<input style="width: 90%;" type="text"/>
	<input type="checkbox"/> Interclub Shoot		

**Part B**

Round/s to be Shot:				
i.e. FITA 70 /1440				

**Part C (a) – Declaration for Interclub Shoot**

To be complete by a Host club official.	I certify that the event will set up and conducted in accordance with Archery WA, Archery Australia and World Archery rules. I further acknowledge the principles of event management, as outlined within AWA policy 300-012.01 and AA Policy 1026, will be complied with.		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Name:</td> <td style="padding: 2px;">Date:</td> </tr> </table>	Name:	Date:
Name:	Date:		
	Signature:		

**Part C (b)– Declaration for Registered Tournament**

To be complete by a Host club official.	I certify that the event will set up and conducted in accordance with Archery WA, Archery Australia and World Archery rules. I further declare the event will be managed, in accordance with AWA policy 300-012.01 and AA Policy 1026.		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Name:</td> <td style="padding: 2px;">Date:</td> </tr> </table>	Name:	Date:
Name:	Date:		
	Signature:		

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### Notes

This is a compilation of the document 300-012 and includes the amendments made to the policy by the Council of Clubs. This table does not form part of the Policy.

Compilation table

Date	Version	Clause	Details or Comments
19 Jan 15	1.0	All	Introduction of Policy