



Tournament Organiser's Handbook

Responsible for review
Chief Executive

Change History			
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1 Acknowledgement

The planning, preparation and development of this booklet for tournament organisers, has been greatly aided by the work previously undertaken by a stalwart member of the Society. Our thanks for this must go to

Cliff Bluck

for his earlier work.

Tom O'Neill, Dave Harrison and Nick Beeson

for the end product

2 Introduction

This booklet has been designed with the organisers of target archery tournaments in mind. It may also, however, be of use to organisers of clout, flight or field shoots, as many of the points and issues are relevant to all disciplines of archery, e.g. obtaining a team of judges, finding a venue, etc.

It is intended that this document should cover as many aspects of tournament organisation as possible, so that it can be a handbook for novice organisers. It is to be hoped, however, that there may be some parts, which can be of value to even the most experienced tournament organiser.

It is suggested that for more specific advice, to refer to other Archery GB publications which you will find available either on the Archery GB website or from Membership Services.

As with all handbooks, this document cannot be a final and definitive document, as rules will change with time and practices change with experience. It is expected, therefore, that there will be later editions, which may cover some of these changes.

In light of the expectation that there will be later editions, the authors would be grateful if any comments on the first edition, along with any helpful points which organisers feel have been omitted, could be put in writing. We would like to hear any constructive views you may have.

Your views and comments can be sent to:

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3 The Role of the Tournament Organiser

The thought of being a tournament organiser can be quite daunting, especially the first time round. In some cases an archer may be taking over an established tournament but, in others, they will be setting up a new tournament. This could possibly be as a one off event, but it is more likely that it will be seen as the first hosting of an annual tournament.

Don't be overawed by the thought of becoming a tournament organiser. It can be fun but it can also be agonising at times. Most of the agonies come just before, or even during, the day of the event and many can be avoided, or at least greatly eased, with careful preparation.

'Someone or other has encountered most problems before,'

Although there are still some new ones popping up occasionally, like how to remove an arrow from a traffic light cable.

Once appointed as the tournament organiser (often as a result of your own good idea in saying, "Why don't we....") you are ultimately responsible for the success of the event. You have the key role in ensuring its success and provide the focus for all questions, problems, decisions and heartaches.

That is not to say, however, that you will be expected to do all of the work. The job title, Tournament Organiser, carries two words, the second of which is the key. Your overall task is to organise the event, not to put it on yourself.

Remember the 'Art of good management is delegation'

There are a number of elements in the organisation of a tournament and we will look at them in turn. That is not to say, however, that you could pick up this handbook and work from front to back, starting with an idea and ending with a medal presentation and a healthy profit. If only it were that straight forward! The various elements of tournament organisation run, in many cases, parallel to each other. Many tasks are concurrent and it is often necessary to be working on two or three different issues at the same time.

The key to it all is to have a clear plan of what needs to be done, when it needs to be done, how it needs to be done and who is to do it. The last one is often the one, which a tournament organiser will overlook until the last minute, in which case the "Who?" becomes the "T.O.", the crises mount and the breakdown beckons.

So, start early, plan well and identify your help right at the beginning. It is important to get a good team around you from the start who all have or will be given clear tasks to follow, trust them and together things will go well.

A successful tournament organiser is one who is managing a tournament where everyone (archers, officials and working party members) is having an enjoyable day. No one is moaning unduly about the event, the club or society is looking at a profit rather than a loss and you, as organiser, are not in a state of constant fear from dawn to dusk.

**It can be done.
'REMEMBER IT WILL BE ALRIGHT ON THE NIGHT'
BUT ONLY IF YOU PLAN PROPERLY**

4 What Tournament

The first stage in planning any tournament is establishing the basis of the event. Is this a new event, or is the new organiser taking over an established event? The preparation required will, obviously, be different in either case.

The greatest problem faced by any new organiser taking on an established event, is complacency. A smoothly run tournament, which has been in existence for a number of years, is not always a simple matter to take over.

A well developed and maintained file of papers, handed over with the comment, "It's all in there, everything you'll need", is to be welcomed, but treated with some circumspection. What is often missing is that minor, but vital, slice of personal knowledge and experience. This personal element can often be overlooked until the last minute, when you realise that you don't know who actually owns metal detectors for finding lost arrows, or where the school caretaker lives when the toilets aren't open and you need the key.

Just because it has been done before, make sure you can cover as many eventualities as possible, before the previous tournament organiser emigrates!

In the case of all tournaments, new or existing, there are various aspects, which will reflect on the other elements of the organiser's role. There are a number of items, which need to be considered, or borne in mind; the first of which is whose tournament is it? A club tournament usually means that any decisions that need clearing, or any help that needs gathering, can be done on a club target day, or with a couple of phone calls. A county event, on the other hand, may mean that some decisions have to go through a committee meeting, so you will need to know when these are due to occur.

The status of the event also has implications for the organiser. A non-record status tournament can afford a little leeway in the paperwork, whereas a record status one cannot.

IF THE APPLICATION IS NOT MADE IN TIME, IT WILL NOT BE GRANTED.

The type of round being shot will have implications for the length of time that a venue is required. A short round shot over an afternoon may mean the venue is not required until that morning, whereas a double round over a whole weekend will mean the venue being needed from the Friday, possibly even the Thursday, onwards.

Tournaments planned for indoor venues, whilst possibly being easier in the setting up, also need to have the same consideration given to them, in relation to all of the above issues.

If the tournament you are organising has a file read it thoroughly, make sure you know about the shoot and what it means to the society it is being run for. If no file exists make one straightaway and make sure you keep everything you receive, feel you need etc. in it. Don't rely totally on computers they have a sixth sense and know when to crash, a hard copy can be easily passed on if you do use a computer remember to back up all the files. This may seem a bit basic but the last thing you need is the day before the shoot is a crashed computer or a missing receipt to allow you into the venue.

5 Handicap Shoots – A Step by Step Guide

It may be that your tournament has a “Handicap” award, or is even entirely based on handicaps. Don’t worry! The results for these are no more difficult to manage than ordinary results. All you need is a copy of the Handicap Tables, a list of your entrants, their rounds and their handicaps, a pencil and a calculator!

First, it is important to be firm that anyone who doesn’t let you know their handicap cannot be in the Handicap Competition. Common sense, but you still get some who say “I usually shoot around nnnn, work out my handicap from that”. Be firm! Each archer who has recorded three outdoor rounds should have been given a handicap by their club Records Officer. It is not your fault if they don’t know it.

Once you have all the handicaps, if you have the time, it can speed things up to note against each archer what their score for the round they are shooting would be if they shot to their handicap. That way, you can usually tell at a glance who is shooting near or above their handicap, and so is in the running for the prize. To do this, look at Tables 5–12 in the Handicap Tables, find the one where the round is listed, find the row with the archer’s Handicap rating number in the first column, look across to the column headed by the name of the round, and the number there is the archer’s “par” score. For instance, for an archer with a handicap of 44 shooting a Warwick, you would find, in table 7, that his par score is 339. Make a note of this against each archer.

You will also need to find the “Allowance” for the score shot. This allowance is the number that is added to the score shot to find the eventual “Handicap adjusted total”, which is the total you use to decide who has won. This allowance has been calculated so that, if added to the associated “par” score, the total is always 1440 (which happens to be the most anyone can score in a single round). So it will come as no surprise to find that the Allowance for our archer with a handicap of 44 shooting a Warwick is 1101! Make a note of this against each archer. You can find the Allowances in Tables 16 – 23 of the Handicap Tables. You find the correct Allowance in just the same way as you found the “par” score.

You are now prepared for working out the results. When the scores come in, you simply add the score shot on the day to the Allowance that you have previously worked out. So, if our Warwick shooter scored 329, his total handicap adjusted score is 1430. The archer with the highest total wins! In fact, you only need to do this addition for those who have recorded a score on or above their “par” score, which you found earlier (though, of course, you may be unlucky, and find that everyone has shot below par!).

Because this system is based on Handicap Tables, and an allowance, then everyone who shoots a par score will total 1440. This means that you can compare scores across bow types, rounds and age groups. You can actually compare an adult shooting a York in the longbow with a junior shooting a compound in a Short Junior Warwick. The scheme tends to favour those who have higher handicaps, because they are more likely to be improving round by round. By the same token, these are the ones who will be encouraged by winning something, when they are really out of the running for the main trophies. Some tournaments have separate sections for bands of handicaps, to give those with lower handicaps a chance. These sections can be run in exactly the same way.

Handicap shoots are not an exact science, but they are not as tricky to run as you once thought.

6 Junior Archers at Tournaments

Your tournament may have rounds available for junior archers. This will only slightly complicate the organisation!

First, remember it is entirely up to you what rounds are offered and who may shoot them. Rule 308 in the Rules of Shooting simply says what rounds may be shot for National Record purposes – it does not say that any one age group can only shoot one set of rounds, or that you have to put on a particular round simply because archers from an age group have entered. So you can say that all Junior Girls at your Record Status Warwick will shoot a Junior Warwick – but, in that case, only Girls under the age of 16 can claim national records.

Nor do you have to stick to the age groups. You could decide that, because of space, you can only offer two shorter rounds, so you say that archers under 15 will shoot the Junior Warwick, while other junior archers will shoot a Short Warwick.

The only firm ruling in this area states that “The Bristol V, Metric V, Half Metric V Long Metric V, and Short Metric V rounds may only be shot by archers under 9 years of age and then only for handicaps”. In fact “All other rounds...may be shot by any archer irrespective of age”

There is one other consideration on what rounds you offer for Juniors. You will always have smaller numbers of entries, so it may be that you only get one junior entering for any given round. This one entry will nevertheless require a whole boss. If you are short of space, you may find it preferable to state on your entry form that only certain rounds are on offer, than state “Rounds available by entry” and find your field gets full very quickly. It would be unfair to move a junior on to a round other than that for which they have legitimately entered simply to free up a boss for other entries.

You should also decide early on what your policy is on awards and medals. If there is only one award for Juniors (say to highest score irrespective of round) then say so up front. If there is to be a “Best Gold” or “Worst White”, is this applicable to Juniors, is there a separate award for them, or no award? Say so. And do decide about medals. There is a recommended ratio of medals to entrants for adult shoots, but it is up to you to decide what you can give to juniors. Medals for first to third place regardless of entry numbers in each category do not cost much, and are likely to leave participants feeling happier and more likely to enter again next year. But it is up to you.

So you have decided your rounds, you have your entries, and the tournament is upon you. Remind yourself now that you are not a child-minder. The responsibility for the safety and welfare of junior archers (and their behaviour) rests with their parents/guardians or those who have explicitly agreed to take this responsibility. Not with you. However, it is sensible to try to place members of a family as close as you can on the field (unless they have explicitly asked you not to!). But if a child needs assistance (or is badly behaved) it is up to their responsible adult, even if this means taking the adult off the shooting line when they are in the lead with only one end left to shoot. And it is easy to forget that this applies to all juniors, even 17-year-old flirting lads and hulking lasses..

There are, though, some things you should do to help juniors. Most important is to arrange for someone to do the scoring on their targets. Child-friendly members of your club or parents can easily be persuaded to lend a hand, so long as they do not score for their own children. This keeps parents occupied, and distracts them from their duties of pressurising

their offspring. It is also a good idea to make sure that there is someone with the juniors who has listened to the Judges' instructions. Young people are often reluctant to push their way to the front of a crowd, and so cannot hear the words of wisdom at "Assembly". And they can find it difficult to admit they haven't a clue about rotation, traffic lights, pass-throughs, equipment failures – in this they are just like adults, but have fewer other archers to imitate. Often there is a Judge detailed to their section – let's just hope it isn't the grumpy old curmudgeon! Sadly, too, it is a fact of life that, when juniors miss the target, they can really miss the target – make sure there are enough of the field party at hand to help look for arrows. Don't forget, either, that a target full of 10-year-olds might need assistance in moving the bosses forward at change of distances.

So now the shoot is over, and, while you are sorting out the scores, you might be holding a raffle. Remember here that not all youngsters appreciate bottles of wine, beer, or even whisky. Try and make sure that there are at least a couple of prizes that they might enjoy winning.

And so to the awards. From experience, it is a good tactical move to announce Junior results before the adults. All archers are tired and looking forward to the journey home, but children tend to be more restless. If they have their results first, at least a proportion of them will have nice shiny things to gloat over, and so will be less inclined to chatter. Above all, don't be put off by the thought of having juniors around – they are great fun, and can make the difference between a humdrum and a thoroughly enjoyable shoot.

7 Disabled Archers at Tournaments

This section cannot hope to cover all the various facilities and recommendations for catering for Disabled Archers at your tournament. For those you should look up more specialist information. Here we shall cover a few of the general considerations.

First, on your entry form, ask if an archer has a disability, and, if so, ask for details. Remember that there are many forms of disability, not all of them immediately obvious. Some may be able to shoot standing, but not walk to the target; some may not be able to read and so be unable to score. It is also possible that a condition might bring extra requirements for your First Aid team (for instance, how to cope with an unpredicted Diabetic "hypo"). In these cases, the archer is the best one to give instructions, and should let you know of them beforehand. The earlier you know of special requirements, the easier it is for all concerned. For instance, to arrange for a sports hall door to be unlocked is the matter of moments on a weekday, but will not be too popular a move early on a Sunday morning.

There is one very tricky point here. It may be that you feel unable to cope with the requirements, particularly medical ones, once you have discussed them with the archer. If this is the case, say so. While we should be prepared to take all reasonable steps to allow anyone to enter, this is not always possible.

Which leads on to access – can your archer get to the shooting line? Is there a clear pathway for a wheelchair or someone with sticks? Would it be possible for a car to be driven to the line? Is there a point at which a chair will have to be lifted? Will the archer have easy access to refreshments or toilets? Know your site's limitations from the archer's point of view – and make plans. Make sure that one of your working party is responsible for assistance, and has sufficient "volunteers".

Plan your target list. An archer in a wheelchair may prefer to remain on the line throughout (ask!) and so will require a space on every detail. If space is tight (for instance, indoors) it may be that they will take up an entire boss. (ask!). Do they use a scope? Can they leave it up on the line all the time?

During shooting, remember that archers may require someone to do their scoring. Be prepared to detail a specific helper to do this, and make sure they feel as responsible for their client's arrows as they would for their own. It is best not assumed this can be left up to the other archers on the target. They should also be prepared to give details of where each arrow went – remember what information you gather about your own shooting each time you go up to the boss, and make sure that is available to the archer.

It can be a long hard day on the shooting line, so imagine what it must be like without the diversions of scoring, and coming off the line. Of course, archers in wheelchairs may have developed a taste for solitary contemplation, and this should be respected, but they may also like a part of the social niceties that make tournaments such fun. And that includes refreshments. A quick nip to the bacon butty counter is not usually possible, but a little assistance can improve things.

Eventually we come to the awards ceremony. Like all successful archers (it seems) a winner who is disabled will be lurking at the back of the crowd. Try to make sure that there are clear paths to the front to receive medals.

As with everything in life, the key to success is trying to put yourself in your archer's place, and imagining what steps you could take to make things run smoothly.

8 Date and Event

When planning for a new tournament, or thinking about altering an existing one, these are perhaps the two most basic decisions, which need to be made. The two decisions can be made separately, but it is advisable to consider them together.

Consideration needs to be given to the type of event that is being proposed or planned. Is it intended that it will be a small event being put on by a club for the first time, is it intended that it will be a larger, record status event building on a previous tournament or is it going to be a major tournament such as a FITA star event?

The answer to any of these can influence the decisions about the date. It is not usual for a club to organise a tournament that will clash with similar events in the locality. Trying to put on a tournament such as a Windsor round may not be successful if it will clash with an existing, well supported Windsor round only ten or fifteen miles away. Similarly, The Grand National Archery Society avoids allowing FITA Star applications when there are existing events within a fifty-mile radius.

Alternatively, a smaller event, such as a Western or Windsor, may not be greatly affected by the proximity of a FITA Star, as many archers who shoot the one, rarely attend the other. If the shoot is for juniors only, make sure it doesn't clash with a nearby shoot that the mums & dads would normally attend.

If it is a club organising an event, the size of the club and the willingness of the members to participate in a working party, will have an influence on the type and size of the tournament that it can manage. An over ambitious first venture can lead to frustration, disappointment,

loss of money and even club members resignations. It is far preferable to be patient, plan a smaller and more manageable event for the first year, and then build on any success in later years.

There is no absolute guarantee of never clashing with another tournament in the area, but the majority of events run on the same weekend each year, so a glance through the main archery publications will give an idea of those likely to be in the vicinity on any weekend. Archery GB also publishes the dates of all FITA Star, national squad selection and record status tournaments in the Archery U. K. magazine.

Having agreed on an event and date, start letting people know as soon as possible. Although it may not be necessary to advertise an event right from the start, it can be an advantage. Let all of the surrounding clubs know what you are planning and when, as they can often form the basis for a majority of entrants. A county meeting is often a useful place for distributing early information, either through the agenda or informally to club representatives, dependent upon the way the meetings are structured.

If an application is being made for record status, get it in as soon as possible, don't wait until just before the deadline, you might have a crisis and forget to do it.

9 Venue

Finding a suitable venue for a tournament can often be quite time consuming, unless you already have one in mind from the start. There are a number of aspects, which make up a suitable venue. Some of these are more important than others, but they all go to making up the overall impression that the archers will take away with them. That impression of the venue can often colour their image of the tournament and affect, either for good or bad, their desire to return next year.

The first and absolute priority is, of course, to find a venue, which is big enough to hold the shoot. Quite a simple point, it may be said, but one which can have some hidden snags for the unwary or inexperienced organiser.

If you feel that you are not confident enough to make the final decision on a venue, ASK, a local judge who can let you know if it is safe and will meet the range layout criteria. An experienced archer can advise on the general feel of the venue. Remember don't do it all yourself, if you get it wrong, well there is always somebody else to blame!

The 'Rules of Shooting' clearly lay- out the minimum range layout requirements for a tournament field and these can be found in rules 301 (Outdoor) and 402, (Indoor) for target archery. These cover spacing of targets, tolerances on markings, minimum overshoot distances, and safety areas to the sides of the range, waiting lines, tent lines and distance to trade stands.

In this way it is possible to calculate the minimum distance from the tent line to the end of the overshoot area. What the rules do not cover are items such as how much room archers actually take up with their tents. Do you need to allow another five yards behind the tent line, or thirty-five? Wherever possible, it is suggested that twenty or so yards are preferable, although you can get away with less. However, it can be disquieting for archers, if they are at a shoot for two days, when the tents have to be crammed so that one archer almost has to put their pegs under another's tent, just to get set up, because there is only a few feet between the tent line and a concrete path.

Size, however, is not the only aspect to a good venue. For many archers, particularly at a full day or two-day shoot, the other facilities can be equally important. Archers are like any other people, they function better when they are comfortable and it is one of the tournament organiser's jobs to assist that comfort. (Comfortable archers shoot better, shooting better usually brings better scores, better scores add to the feeling that a tournament was good and an archer is more likely to return to a tournament they feel is good!)

These external facilities include a number of factors, not the least of which is an accessible field. With the amount of equipment that archers have, a venue where cars can get no closer than two hundred yards to the shooting line, is not likely to enamour itself to them. Try to find a venue with on site car parking and the closer to the shooting area, the more it will be appreciated.

Also remember disabled archers, can they park their cars on the field, or is it easy to get onto the field with their wheelchairs and equipment.

Allied to this, for the longer events, can be suitable parking for caravans and tents. The ideal is where the archers staying on site are close enough to the shooting area that they can carry their equipment with ease, but where there is also parking for archers travelling daily. Where archers are staying on site, water accessible throughout the weekend, including overnight, is really a necessity, as is access to toilet facilities. Shower facilities are an added bonus, but one which is becoming more and more accepted as a necessity where overnight camping is allowed.

Where archers are only arriving for the day, toilets are still an important facet of any tournament. Nothing is likely to upset some archers more than a fifteen minute queue for the only toilet, especially during a ten minute comfort break!

For clubs or venues that are serviced by a cess-pit or similar system, it is advisable to check that the system can cope with the demand of extra competitors on the day. If the venue is hired (i.e. Lilleshall National Sports Centre) check if there is a scheduled service/emptying visit organised on the day of your planned event.

The presentation ceremony will need to be held somewhere at the venue and, for many archers, this will be their final impression of the event. For indoor events, this is not usually a problem, but it can be for the outdoor ones.

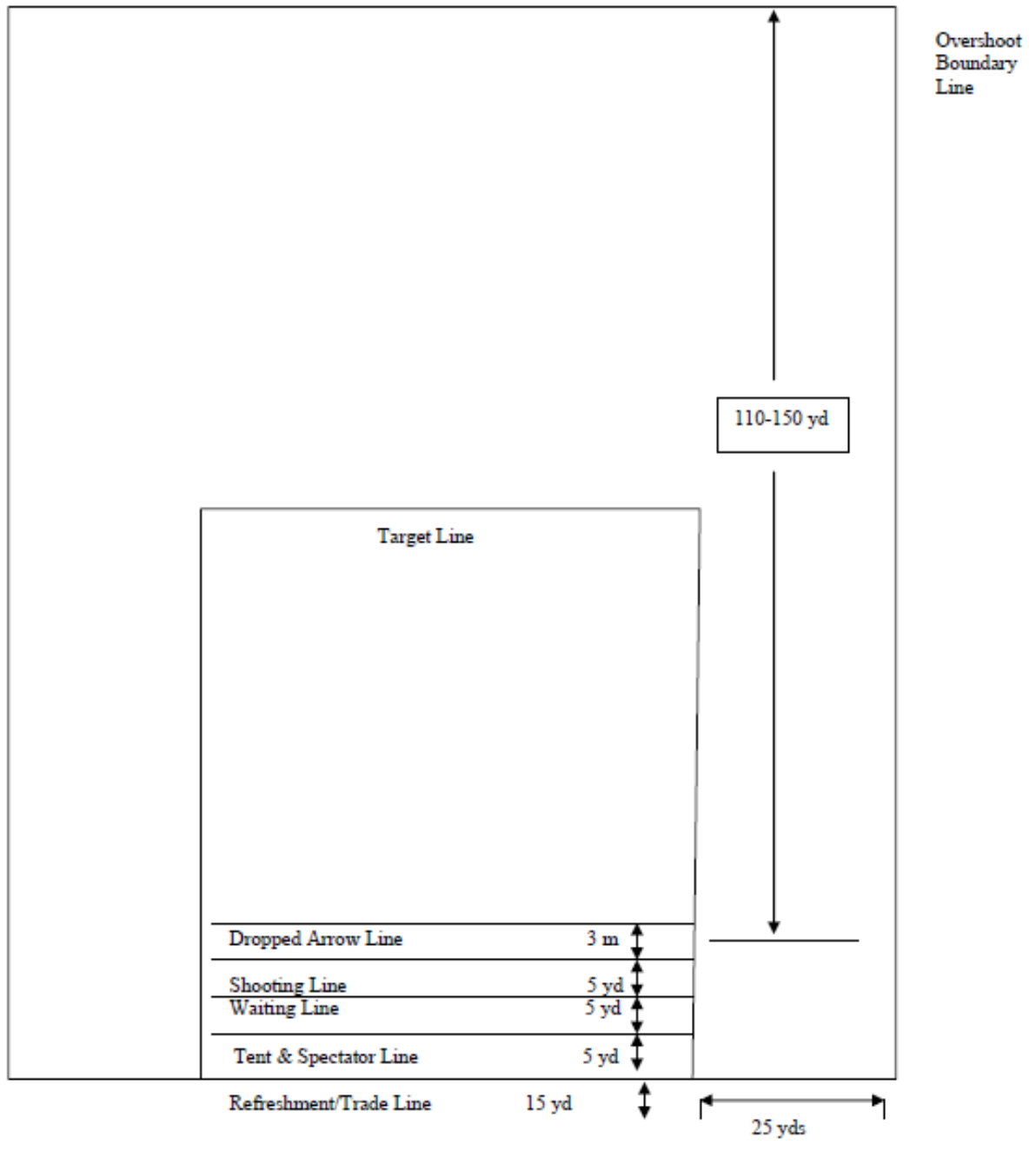


Figure 1. Rectangular Layout

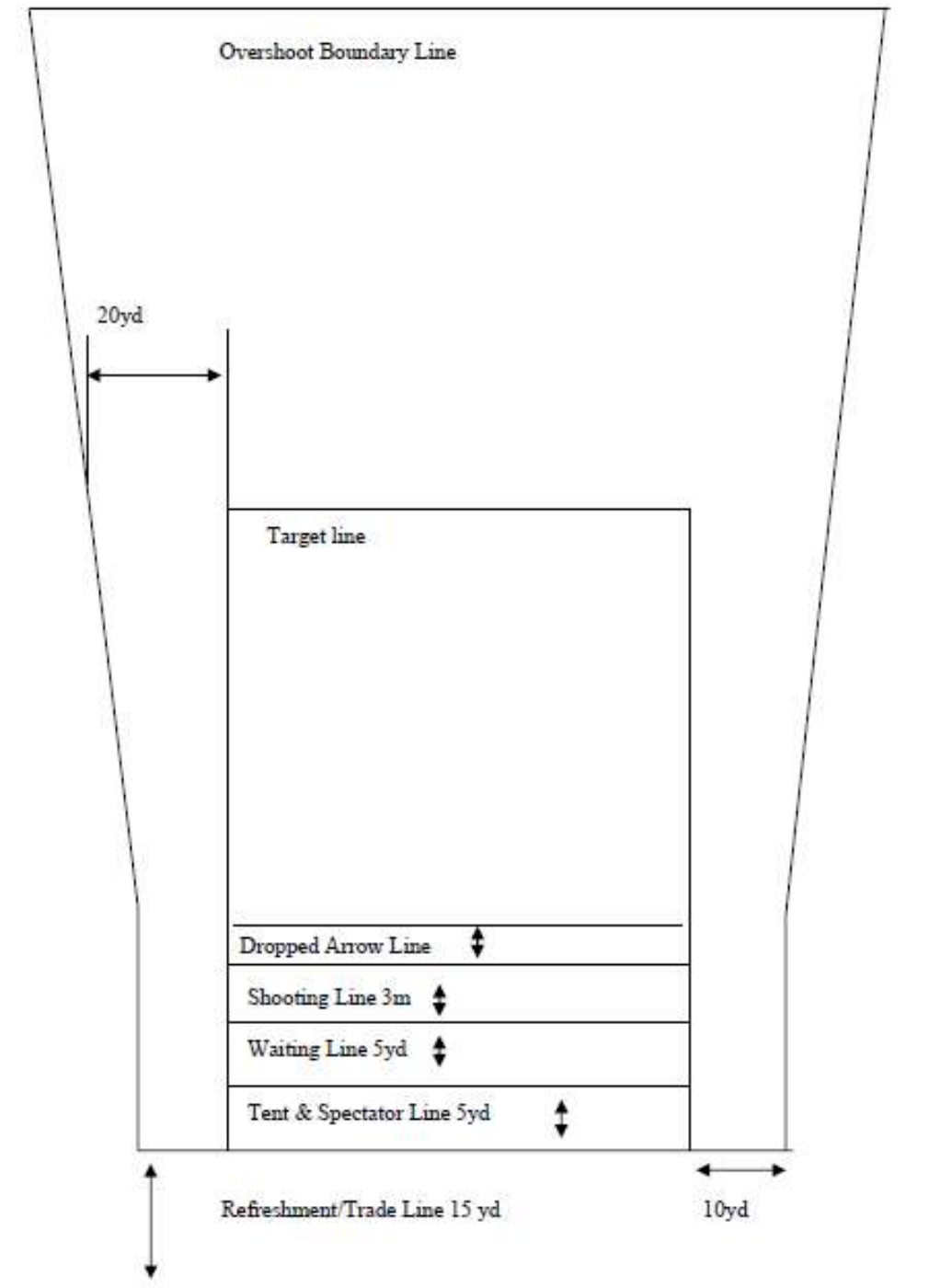


Figure 2. Trapezoidal Layout

If there is a suitable building to hold the ceremony in, this is to the good. If not, consideration should be given to having space to erect a good-sized tent so that the trophies and Lady Paramount at least, are sheltered.

If you are going to use a computer to produce the results for the ceremony - make sure you have power available. I know it's obvious, but so was the iceberg that sank Titanic.

It is not possible to cover all of the aspects of a good venue, but those above give some indication of the on site issues that can be important. There are also some off site ones, which can affect the view that archers have of the event.

One of these can be the nearness of motorways. A site near a motorway can be useful for attracting distant archers, as it makes travelling easier. This advantage can, however, be offset if the motorway is closer to the shooting line than the car park is. Similarly, being able to watch people flying model aircraft may be a nice distraction at lunch time, but it is less so when the archers at one end of the line are living in constant noise, and fear of death, throughout the day!

Hot air balloons, kites, cricket balls, footballs, motorcycles and other assorted flying debris, can also be somewhat distracting for archers. Whilst it is unlikely that there are many venues around the country, which are always, free of all of these, the more that can be avoided, the better. Talk to the venue owner/manager. They will know what is to be held at any given weekend. Some events or the shoot may be able to move to another area, thus making it a good day for everybody.

10 Judges

The number of judges required for a tournament will be dependent upon the size of the event. Obviously when a tournament is first held, the number of targets will be an unknown factor, other than the organiser having an idea of the maximum that a venue can hold.

The suggested number of judges is a chairman, plus one further judge for every ten targets. Where the shooting is to be controlled by lights and shot in timed details, there should also be a director of shooting, extra to the other judges.

These numbers allow for the judges to deal with most calls as they arise.

If a tournament is granted record status, this will require the senior judge to be of a certain grade. Basically, if a tournament does not have record status a County Judge or higher should be used, if it has national record status, a Regional Judge or higher will be required, but if it is of world record status (FITA Stars, etc.) a National Judge or higher is needed. Full details are set out in Appendix B to the Rules of Shooting.

If a tournament organiser is taking over an existing tournament, there will often be a regular panel of judges for that event, who will be happy to continue attending. If it is a new tournament, however, the organiser will need to establish the panel, well in advance of the tournament itself.

As most organisers are archers themselves, they have access to a number of judges at different events and may wish to ask one of those to take charge of the new event. Do not be surprised, however, to find that they already have pretty full diaries, as many judges

undertake the same events, year on year, and can often predict when they will be busy a year or more in advance. (or even a decade in advance for Bank Holiday weekends!)

Within each region, there is a panel of judges and the liaison officer for that panel will be able to give a new organiser a list of judges within that region. If you do not know who the liaison officer is, the club or county secretary will have the details for you.

A usual method of establishing a panel of judges is to find a chairman and then ask for their recommendations of which they would like to work with. Most judges will be happy to let you have a list of colleagues, quite often knowing whether they are likely to be free. However, as organiser, it is your job to contact these judges to ask them, not the chairman's.

Having found your judges, don't then forget them until the last minute. The paperwork that they will need is covered elsewhere in this booklet, but you also need to consider their own personal needs.

The first of these is whether they will need accommodation during the event. In many cases, judges will happily travel some distance to a shoot, but it is not reasonable to expect them to travel a hundred miles home and back the next day for a two-day shoot. Nor is it reasonable to expect them to travel a hundred and fifty miles and be there by seven in the morning. (Which they may need to be if they have to check a field before an eight o'clock practice session.)

If there are camping facilities available, many judges will stay on site in their own caravans, but do not assume this to be the case. Accommodation should be offered where necessary, either staying with a club member or in a local hostelry. In either case, the costs fall to the tournament, not to the judge.

Like most people, judges also tend to need some sustenance during the course of a day. It should fall to the host club to provide a midday meal for the judges, in some form or another. Similarly, a good host will ensure that there is an ample supply of drink throughout the day. This is sometimes available for the judges to order or collect as and when they feel the need, whilst other tournaments have a working party member with a judges' drinks responsibility. The type of drink can also vary with hot drinks being the general order of the day, although a cool box with ice cold water and soft drinks is an added bonus on the hot summer days. (Yes, we do get them sometimes.)

Again, judges have their likes and dislikes and an efficient organiser should find out if any judges have special dietary needs, or if any of them are averse to certain foods. (or if any of them particularly like certain foods, if you really want to get in their good books).

Some organisers have a tame 'judge feeder' who can be relied upon to feed any number of judges, in any given set of circumstances, without bankrupting the club. Such people, once found, are to be treasured and kept sweet. Being able to say, "There will be six judges and they are....." then knowing that food will be there, when needed and meeting their likes and dislikes, is a great load off an organiser's mind on the day of the event itself.

Judges undertake tournaments for the enjoyment of the sport, as do archers, and receive no payment for this. They should not, however, be left out of pocket and can expect to be reimbursed for any expenses, including travel costs, which they incur. In some cases, organisers ask judges how much these are, but this can be a cause of embarrassment to

some people. An alternative method is to prepare a basic expense's claim (example shown in Appendix A) and send it with the target list. You can then just ask the judges for the forms and pay them out. (Better still, send them the form, then on the day get the treasurer to ask for them and pay them out!)

The tradition of these events is then to thank the judges, personally and individually, at the end of the presentation ceremony, usually with a small gift. In this case it is the thought that counts, rather than the value of the gift.

It is also worth remembering that many judges are archers during the course of the year. A group of judges who are well looked after, will have good memories of a shoot and their casual conversations, over the following twelve months, can have a beneficial effect on next year's entries.

Finally a tournament can be run with fewer archers than expected but it cannot be run without judges.

11 The Paper Trail

Paperwork can be the bane of any tournament organiser's life if it is not well planned and ready when needed.

The only way to keep on top of tournament paperwork is to plan what needs to be done, when it needs to be done and then DO IT.

11.1 Initial Decisions

The initial decision, agreeing to undertake the tournament, should be minuted somewhere by the host club or county. At the time the decision is made, it should also note how other decisions will be made. For example, will the tournament organiser then go ahead and arrange everything as they see fit, or do they have to get agreement to certain matters from the committee, at the various stages?

In some cases, the committee agrees to the date and nature of the event and leaves everything else to the organiser's discretion. In other circumstances, the committee will agree the basic details and allow the organiser some discretion (possibly in the selection of judges, documentation, etc.) but make others themselves (such as venue, awards, etc.) In either case, it is to the organiser's benefit to keep a copy of the agreement so that they are aware of what their responsibilities and limitations are, so that they can go to the committee, if necessary, at the appropriate times.

11.2 Record Status Applications

If a tournament is to be granted record status, you are required to make an application to Archery GB. A first time application form has to be accompanied by documents from the previous year's event, and full details of the documents required, are listed on the application form, obtainable from Membership Services

If your tournament is to be a record status one, the completed application must be with Archery GB at least six months before the date of the shoot or three months for a field tournament.. A world record status application must be sent to your Regional Office for endorsement, prior to sending to Archery GB, and additional time should be allowed for this process. The safest way to ensure that this application arrives on time is to send it off as soon as the details have been agreed.

**Don't wait until just before the deadline.
If you miss the deadline Record Status will NOT be granted**

One pitfall that can be encountered when a record status event has a change of organiser is the question of who sends this request off. If an organiser is retiring after the event, the organisation should be aware of this, but may not have appointed any one to replace by the time the last shoot occurs.

If you are taking over a record status tournament, your number one priority should be to check whether the outgoing organiser put in an application for next year's event, or if it has been left for you to do. If they have put the application in, you need to write to Archery GB to let them know that you have taken over as organiser.

11.3 Advertisements

There are a number of archery magazines that carry advertisements for tournaments, including Archery UK. In the case of record status tournaments; the application fee includes an entry in this publication.

Advertisements need to be in the magazines as early as possible, so that archers are aware of the shoot's existence when they plan their season's activities. This is not to say that you will be inundated with entries from the very start, as many people leave it quite late before actually entering events.

An advertisement should contain details of the date of the tournament, the venue, the round being shot and who to contact for an entry form.

11.4 Entry Forms

The entry forms need to be prepared well in advance as you may receive enquiries as soon as people are aware of the shoot. The details that need to be included on these forms, are covered in more detail on page 23.

11.5 Target Lists

The target lists have to be prepared and sent out to archers, judges and possibly to other interested parties (club, committee, etc.) in advance of the event. They should be with the archers a week or so before the shoot.

The preparation and distribution of target lists is covered in more detail on pages 24 and 25.

11.6 Results

The results should be prepared and distributed to archers and judges, as soon as possible after the event. In the case of record status events, copies of the results, along with other necessary paperwork, will need to be forwarded to arrive at Archery GB no more than twenty-eight days after the shoot.

The results are also covered in more detail on page 30.

11.7 Record and Other Claims

Where a tournament has been awarded record, Rose or Star status, there may be a number of claims that need to be submitted to Archery GB after the event. If you anticipate a large number of archers making claims, then it is advisable to take photocopies of the claim pages before the date of the tournament. This is again the organiser's responsibility and all such claims need to be with the Society within twenty-eight days of the event.

Further information about claims is given on page 30.

11.8 Tournament Reports

Following a tournament, a report should be prepared for the organisation hosting the event. This may be a club or county committee.

The report should outline the event, the main results, the numbers attending, the materials used, the financial gains (or losses), any comments received from participants and any points noted which could be managed differently in future years.

The presentation of this report should be accompanied by a recommendation as to whether the event should be hosted again the following year (and whether a new tournament organiser will be required!).

12 The Lady Paramount

**The Lady Paramount is technically, under the Rules of Shooting,
". The supreme arbitrator on all ceremonial matters connected with the tournament at
which she officiates." (Rule 316 [b])**

In reality this means Ladies Paramount have no involvement with the tournament, other than to present the awards at the end. There are others, however, who are members of the host organisation and take an active role in the working party, before taking on the presentation role.

Ladies Paramount cannot take an active role in any decisions taken by the judges.

Within FITA, however, the position of Lady Paramount is not recognised and her role at these events is purely that of a guest of honour. (There are clear rules within FITA about the procedure to be followed when judges' decision is questioned.)

The selection of the Lady Paramount may be a decision left to the organiser, or it may be one dictated by the host organisation. In some clubs the role is based upon the rotation of lady members, with new ladies slotting in at an appropriate time, whilst some invite outside guests.

The outside guests invited to act as Ladies Paramount, often have some significance in relation to the event. They may be the wife of a significant person, such as the headmaster of the school where the tournament is held, the wife of a sponsor, the Lady Champion of the host organisation (Club, County, Region, etc.), a representative from a particular body (maybe from a council which has just awarded a grant), or a lady that the hosts wish to recognise for her work over previous years.

On the day of the event, the tournament organiser needs to be aware of the Lady Paramount's background and be ready to provide any advice or information necessary. This can vary greatly from event to event.

Where the Lady Paramount is not an archer, she may have an interest in learning a little about the sport and someone needs to be on hand to accompany her and answer any questions that she may have. Alternatively, if she is an archer herself, she will be aware of the diverse styles of the sport, but may seek some local knowledge, especially if she is not from the host organisation.

From the tournament organiser's point of view, the easiest of Ladies Paramount, are those who are members of the organisation, turn up dressed to work, complete with hammer, spend the day as a member of the working party and then just get changed to undertake the presentations.

In this latter case, that should not prevent the organiser from extending the same courtesy as an external Lady Paramount would receive, in that she not be expected to take part in any clear up operation until after the awards ceremony. Allow her time and space to clean up and change, before the ceremony.

It is also usual to thank a Lady Paramount with a small presentation as the final item of the awards ceremony. Such a presentation is often undertaken by one of the lady archers, or a junior lady archer, but it is the tournament organiser's responsibility to ensure that the present has been obtained and is there when needed.

Such presents are often in the form of a bouquet of flowers but a more personal touch can be added when the Lady Paramount is known, along with her particular likes and interests. Some tournaments have a Lord Patron; this position is not recognised by Archery GB.

13 Working Parties

There is nothing more demoralising for a tournament organiser, than to feel that no one else cares and that they are a lone figure holding it all together. (Apart perhaps from the small number of organisers, who seem to thrive on keeping everyone else at arm's length, crash from crisis to crisis and then heap guilt on all and sundry for not helping.)

In most cases, the lonely organiser is a victim of themselves and could have avoided most of their anguish and heartache, had they thought about the working parties early enough. The best time to begin thinking about working parties is the day you begin thinking about the tournament. If you are a member of a small club and are thinking of hosting a tournament, you need to consider how large (or small) any working party would be, before deciding on the tournament itself. Whilst it is technically possible for three people to measure, mark out, set up bosses and face targets for a fifty boss event, they will be unlikely to find it an enjoyable experience.

The major consideration needs to be the probable size of any working party who will be present on the day of the event itself. The basic tasks of setting up before hand and clearing up afterwards, take longer, the less helpers there are. The problems arise, however, part way through the day, when the archers change distance.

In the vast majority of cases, the gentlemen archers will carry their targets forward to where they need to be. The working party, however, will have to move the ladies' bosses, line the field up, peg the targets down and, if necessary, change faces.

It is at this point that the prior organisation of the working party becomes an essential point. Working party members, willing or pressed, need to be organised so that they each know their own tasks.

Although the tournament organiser will have overall responsibility for ensuring the smooth running of the event, including the organisation of the working party members, it is valuable

to have a person who is prepared to take charge of the working party on the day of the event.

If this is to happen effectively, the tournament organiser needs to ensure that all of the working party members are aware of this. The members will know that you are the organiser but, if you do not let them know that someone else is taking charge of the work, you may get people feeling (and saying), "Who does he think he is, ordering us about? Who's running this shoot anyway?" Communication with the members is the key.

There also needs to be a clear plan of action for the working party between distances. One way is for a group to be given the task of moving the ladies' bosses and setting that line, whilst another group works on the men's line. This will, obviously, only work where there is a reasonable sized working party.

An individual can then be given responsibility for lining up a row of bosses (either the whole line or part of it, such as the gentlemen's line), a couple of people to work with them, one moving the front legs of the stands and one the rear.

The remaining members of the working party can then follow on, pegging down the bosses. There is nothing more frustrating than coming to a batch of bosses, nicely pegged down, which are out of alignment with the rest of the field. When the bosses are lined up and pegged down, faces can be changed if necessary.

At some of the larger shoots, you may see this system working as the three groups of people work their way along the line.

Remember that everyone likes to know what is happening; so ensure that you (or your designated party leader) gets everyone together at the start of the day. It is also worth remembering that naming people is better than saying, "Can four of you...." If names are not put to jobs, you can find everyone opting for the easier jobs, or you may find a rush for the harder work at the start of the day with everyone easing off, thinking they have done their bit, towards the end. If people know what is expected, most of them are willing hands. Although ladies will rarely be carrying bosses, remember that they can still swing a good hammer when it comes to pegging them down. A boss hammered down by a lady, is just as likely to stay up as one pegged by a man.

14 Equipment

In order to host a tournament, an organisation will require access to enough suitable equipment, particularly bosses. As with all things to do with the tournament, it is the responsibility of the tournament organiser to organise the equipment and to ensure that it arrives at the venue.

This task is one that can be very time consuming, particularly for a large tournament.

Good early planning will help with this. It is no good ringing local clubs the day before the event to ask where their bosses are, if you have not made any arrangements to borrow them in the first place.

The ideal situation, from an organiser's point of view, is to have an effective equipment officer. This can be a club's equipment officer, a county equipment officer or an equipment officer just for that tournament. Whichever is the case, the practice should be that they are

told where and when the event is, what event it is, how many archers are expected and they then take control of the equipment organisation.

As tournament organiser, the occasional conversation with them, particularly where any plans are changing, will be needed, but a good equipment officer is a great aid to retaining your sanity.

Many archers will remember when a boss for a Bristol IV round, needed to be vaguely round and mostly in one piece. Junior archers of the age for that round, would not have equipment capable of penetrating a boss, however soft it may be.

Those days, unfortunately or not, are long past. Even the youngest of archers can have access to bows capable of propelling a carbon arrow with enough force to get a pass through on a soft boss.

When planning a tournament, therefore, you need to consider how many bosses you can get access to. Depending on the proposed event, it may be possible to hire bosses from local clubs, if you do not have sufficient of your own. The availability of these bosses may vary from event to event. If you are considering a western round, where they may not be many of the top archers present, clubs may be more willing to hire out bosses, than if you are planning a Double FITA Star event. (Four archers shooting eight dozen arrows at a minimum of fifty yards will do much less damage than four archers shooting twenty four dozen, six of which are at only thirty metres.)

You will need to know how many bosses you can access, early on in the planning stage of a tournament. The number available will limit the number of entries that you can accept. This is usually four archers to a boss, although some events do run with six to a boss.

If it is decided to run with six archers to a boss, you will require more space between bosses than if there were only four. By shooting six to a boss, you can, therefore, increase the number of archers for the equipment available, but this will not lessen the space needed.

This latter course of action is not, generally, favoured by archers, mainly due to the amount of arrow damage that they can suffer with thirty-six arrows all-vying for that tiny cross. If you have any doubts about the suitability of a particular boss, the only real way of testing it is to find a good archer, preferably one shooting compound, and get them to shoot a few dozen arrows in to it. This should be done at the shortest distance for the proposed tournament. The amount of arrow penetration they get should give you some idea of the strength of the boss. (I say compound because, in general, they tend to be the faster bows with the higher penetration.)

If you are hiring bosses, be sure to find out which method is used to hold them up. Some clubs favour tying bosses to the stands and then pegging the stands down, whilst others just place the bosses on the stands and peg the bosses down. It will not help your peace of mind to arrive at the tournament field and find you have all of the equipment to peg the stands down, when the hired bosses have no way of being tied on.

The equipment needed for marking out a field will vary from tournament to tournament and ground to ground. In some cases the shooting line will be marked with a white liner, whilst other venues may require you to mark it with string rather than lay lines on the field.

Some events may also use white lines at each distance, whereas others may just mark the boss locations with a peg or board.

The higher the status of the event, the more markings are likely to be required and the more substantial they will need to be. Check with the rules of shooting to see which level of layout your shoot will require

For a half day, small tournament, it may be possible to mark the shooting line; equipment line and tent line with string. It would also be possible to just put marks where the bosses need to be moved to at distance changes.

At the other end of the scale, a FITA Star tournament will need the lines marked, the distance lines marked (usually) and lanes marked between every two or three bosses.

When marking the field for record status events, there is a little leeway allowed on the accuracy, but not enough that you can be anything less than contentious in measuring it.

What does happen at many events, is that the distance from the shooting line to the target line is marked some 25 cm shorter than the required distance. In this way, the front feet of the target stand are placed on this line; the angle of the boss places the target centre at the correct distance. This makes it far easier for archers to place the targets with some accuracy when moving them, thereby easing the working party's task. However, if you are going to adopt this method of marking, please be sure that the judges know this, before they check the field.

For many smaller events, very little other equipment is needed, other than some form of shelter for judges and working party members.

The higher status shoots, however, will need more equipment, such as the lights for controlling the shooting details at a FITA Star event.

Indoor events also have requirements, which may differ from those outdoors. The main difference here is the need for backstop netting. This is partly to prevent those arrows, which miss from being damaged by the wall, and partly to prevent them causing damage to the wall.

The other problem often encountered indoors is providing suitable bosses. The problem of arrows penetrating the bosses is even greater indoors than outdoors. Even new bosses can be leaking by the end of a three-session event.

One answer to this problem is to provide double bosses. Having an older boss placed over it can protect a good boss on the target stand. The older boss slows the arrows enough to avoid too much penetration. The bosses are easily held together, possibly by the simple expedient of putting a nail in each side of each boss, then tying them together.

The other method often used, particularly outdoors, is to provide some form of backing. There are a number of materials used and a number of methods of fixing them. The most common is to pack cardboard between the boss and the stand, although this will, often need to be repositioned or replaced, as arrows will quickly shred it.

A more effective method is to hang some strong material (old backstop netting, carpet squares, etc.) behind the boss, letting it hang free at the bottom. This will stop arrows from passing through and will not require replacing as often as packing will.

Target faces also need to be in ample supply, both for indoor and outdoor events. These faces also need to be suitable for the event. This may seem a simple statement, but if it is a record status FITA event (outdoor or indoor) then FITA licensed faces will be required.

Similarly, for a record status shoot, faces need to be correct. If the event is not a FITA round and unlicensed faces are being used, they need to be checked before hand.

There have been occasions where faces have been incorrectly printed; particularly where older indoor faces have had the inner ten ring overprinted. It is no use finding out on the day of the shoot, that the inner ring is off centre.

It is rare that the larger (122 cm) faces need changing at outdoor events, although the smaller faces (80 cm) often need replacing during FITA events. During indoor events, however, the changing of target faces is a regular event. It is not unusual for every face to be changed during a single session, with many being changed three or four times.

Where an event is being held with 10 bosses, holding 20 targets, and over three sessions, 60 faces would be needed to start the sessions. It would not be unreasonable, however, to expect to get through 150 to 200 faces in such a day.

The difficulties which tournament organisers have in estimating how many faces to purchase can be offset by a friendly equipment supplier who may be prepared to let you have a pack of 250 on sale or return.

The following pages contain a checklist of the type of equipment that will be required at the tournament field.

15 Equipment Checklist

Items	Number	From where
Tape measures		
Line markers		
Line marking paint		
Bosses		
Stands		
Ties for bosses		
Ties for pegging stands down		
Pegs for holding bosses / stands		
Mallets / hammers		
Target packing		
Boss numbers /Flags		
Shooting line numbers		
Target faces		
Target face pins		
Score boards		
Score sheets		
Runner sheets (if keeping leader board)		
Plastic bags for score boards if wet		
Leader Board		
Chalk and duster for leader board		
Tables / chairs		
Metal detectors		
Tents		
List of trophies		
Who is returning trophies		
Medals		
List of who gets medals		
Judges' presents		
Lady Paramount's present		
Petty cash for change		
Raffle prizes		
Raffle tickets		
Rubbish bags		
Sticky tape		
Pens		
Paper		
Entry forms		
Toilet paper		
Soap		
Computer (for scoring)		
Traffic lights (for FITA Star)		
Judges' food		
Your own food		
Mobile telephone		
Any keys for padlocks		
Direction signs		
First aid kit		
Your Sanity!		

Although this list is long it is by no means exhaustive you may need to extend it for your own needs.

It should be readily available to everybody on the working party so each of them knows who is getting what and from where.

If you copy it and give it out remember to send out updated copies as and when they are done.

16 Entry Forms

The entry form is the means by which the tournament organiser communicates information about the tournament to the archers and the means by which they communicate with the hosts. It must, therefore, be carefully thought out.

The potential competitors will probably have some idea of the tournament, date, approximate location and round, before they receive the entry form, particularly where they have written in for one.

The form should, however, still give these details on it.

The information that will need to be on the entry form, for the archers' benefit, includes: -

- Name of tournament;
- Date;
- Venue; (including easy to follow directions)*
- Rounds to be shot;
- Include fact that it is record status if relevant;
- Start time;
- Cost of entry;
- Who to make cheques payable to;
- Tournament organiser's name, address and telephone number;
- Closing date for entries;
- Names of Judges;
- Name of Lady Paramount;
- Statement on drug testing if record status;
- Requirement to adhere to dress regulations if record status;
- Request for two large SAE for target list and results;
- Any other relevant information on the event or venue.

The entry form will then need space for the archers to complete the details, which the tournament organiser requires.

This can be a separate sheet for each competitor or, as is more usual, a sheet which allows for a number of competitors to enter on the same form. The form itself is sometimes on a separate sheet, but more usually follows on from the above information.

The information that you will require from the archers includes: -

- Competitor's name;
- Their club;
- Membership number;
- Bow style;

- Senior or Junior;
- Right or Left handed;
- Male or female;
- Round entered (where there is a choice of rounds);
- Session choice (for indoor events with more than one session);
- Second choice of session (in case first choice is already full);
- Whether they are a married couple (if awards are to be given);
- Note any disabilities including hearing impairment and any special requirements
- Name and contact details of anyone wishing to use photographic/filming equipment (including mobile phone cameras).
- Signature of parent or guardian consenting to junior archer being tested for drugs if this is a record status shoot and parent will not be attending (NOTE This must be parent or legal guardian - a senior archer accompanying the child cannot give this consent.) An address where they can be contacted in case of problems.

Do not forget that a copy of the entry form should be sent to each judge as soon as they have been printed.

* Remember just because you know how to get to the venue with your eyes shut someone coming to the area for the first will need clear and easy to follow directions. Always use road numbers as well as local names, names like the 'quarter mile' and 'flat end junction' may not be on the AA road atlas.

When designing the entry form make sure that only the relevant information you need is sent back. Sometimes the map has been printed on the back of this part!

17 Targets Lists

The target list needs to be prepared as soon as possible after the closing date, in order that it can be distributed to the archers as quickly as possible.

Do not forget that copies must also be sent to each judge.

Some target lists include information on how to get to the venue from an easily accessible point, such as a motorway exit, whilst others do not. If you do not include directions on the target list, it is useful to have a supply of maps available to send to archers who require them. These maps are best hand prepared and then copied, rather than photocopying them from a published map, as you may find yourself being in breach of copyright laws!

The preparation of the target list itself needs some careful thought and there are a number of points that need to be borne in mind when drawing it up, some of which are given below.

Archers from the same club often travel together, particularly those who enter together, and may share tents. It is preferable, therefore, to put them on targets close to each other.

Where juniors and seniors are shooting together, do not put more than one junior on each target, unless you know that they are the older and more experienced juniors who can assist with scoring and pulling arrows.

Where family members are entered, they may appreciate being reasonably close to each other if possible. Where the different members are shooting different rounds, this is of course not always possible.

If the tournament is to be held outdoors and there are entries from disabled archers who shoot from wheelchairs, do not place two wheelchair archers on the same target. It is suggested that a wheelchair archer be placed on a target with two other archers, rather than three. In this way, they can remain on the shooting line if necessary and the other two archers can take it in turns to occupy the remaining shooting position.

If the tournament is to be held indoors, there is often only a limited amount of space available. Where there are wheelchair archers shooting, it is suggested that you do not put two wheelchair archers on the same boss. Where there are wheelchair archers on adjacent bosses, it is also suggested that they be on opposite details.

As with all sports, there are many archers who have particular likes and dislikes with regard to target companions. It is not expected, however, that a tournament organiser will know of these. Some archers may ask to be placed on a target near a particular companion and it generally does no harm to accommodate them, if possible. A tournament organiser, who helps archers to enjoy their day, is more likely to receive their entries the following year.

In addition to any directions and the actual lists of archers, the target lists should also include the following information.

- Name of the tournament.
- Name of the host organisation.
- Names of the Judges.
- Name of the Lady Paramount.
- Name, address and telephone number of the organiser.
- A mobile telephone contact number on the day if possible.
- Details of any access time to the field (particularly where people are staying over and it is a school field where they may not be able to get on until 4.00 p. m. on a Friday).
- Details of the start time.
- Details of any practice session which will take place before the actual start time (particularly at FITA events).
- Details of any facilities you have on offer, such as hot drinks, a food stall or bar facilities.
- A disclaimer, possibly on the lines of, "XXXXXXXXXX County Archery Association, XXXXXXXXXXXX Community College, their staff, managers or members cannot take responsibility for any injury or any loss from, or damage to, any vehicle or equipment, howsoever caused."
But remember this disclaimer will not prevent a claim against any negligence.
- Remind anyone wishing to use photographic/filming equipment (including mobile phone cameras) must register on the day of the event.
- Any other information relevant to this event.

18 Score Sheets

There are a variety of different score sheets, many of which have been developed over the years by existing tournament organisers.

Whichever score sheet is used, it needs to be set out clearly and with space for the archers to write the scores down.

Most score sheets are divided up into lines for each dozen arrows. They have space for the first six arrows, then a total for that end, then the next six and end total, followed by the

dozen total, number of hits for the dozen, number of gold's for the dozen and running total of the score. (Some also have space for keeping the running totals of hits and golds.)

They are usually divided into distances as well, in relation to the round being shot. (FITA - 4 groups of 3 dozen arrows, York - groups of 6 dozen then 4 dozen then 2 dozen, Albion - 3 groups of 3 dozen, etc.)

In some cases, tournament organisers have four archers on a sheet, some have two on a sheet and others have a separate sheet for each archer. If only two archers are on a target, both should be given a score sheet so they can score for one another. The judge should be informed of this situation.

Whichever system is used, there needs to be space to write. A sheet with all four archers on it can look neat and be easy to handle, but when you are trying to write, whilst balancing the board and an umbrella in a howling gale, a bigger line to aim the pen at is often appreciated. In the same vein, the score sheets need to be printed on card or substantial paper for outdoor events. There is always a remote possibility that it may rain and there is nothing more frustrating than trying to write on liquid paper.

The score boards also need to reflect the scoring system to be used. Archers may not record their own scores, so a single board with all of the score sheets on will need to be passed around the group.

An alternative method is to have all of the scores sheets on one board, but then have a duplicate board with another set of score sheets. Two archers then record the scores and any discrepancies between the two boards result in the lower score being taken.

The method which seems to be gaining favour, however, is the use of two boards with two score sheets on each.

This will allow two archers to do all of the scoring, archers A or B score for archers C and D and vice versa.

Whichever method you elect to use, a blank score sheet should be given to each judge at the start of the tournament, so that they are aware of the system being used.

You will need to put each archers information on the score sheet. This is obtained from the entry form i.e. Name, Club, Bow Type, Gender, Handicap number etc.

If the shoot has other specific awards (Jack & Jill) they will also need to go on the score card. Nothings looks worse at the end of the day than someone running around like a headless chicken trying to find out what bow type 'Jimmy' from XXXXX shot today.

Of course if you are using a tried and trusted computer system then all the information required would be in the data base. Providing it does not crash at the last minute, remember about them having a sixth sense!

19 Incidents/Complaints

19.1 Children and Vulnerable Adults

A Tournament Organiser should not accept responsibility for the welfare of children and vulnerable adults participating in tournaments. The parents and carers must take responsibility for the children or vulnerable adults in their care.

But you need to be mindful of what procedures to follow should you receive a complaint or an incident should occur during the tournament. Unacceptable behaviour by any person present at your event (adults and children) should not be tolerated. Remember that any complaint or concerns regarding children must be acted upon and therefore the correct procedure must be followed.

The Protection of Children & Vulnerable Adults policy was implemented in 2003. This policy has useful information such as guidelines, flowcharts and forms that can help should you receive a complaint and sets out the procedures to follow. An Incident Report form must be completed and a copy sent to your County or Regional Child Protection Officers for investigation, with a copy to Membership Services for information. A sample form can be found in Appendix E of the policy. Any complaint must be treated with the **strictest confidentiality** and dealt with on a need to know basis only.

Also in line with the Protection of Children and Vulnerable Adults policy, we recommend that you request anyone wishing to use photographic/filming equipment (including mobile phone cameras) registers their intent to do so. Your entry form could include a section for archers to do this, and then they would just need to sign in on the day of the tournament. A sample registration form is available in the Protection of Children and Vulnerable Adults policy.

You can find the policy on the Archery GB web site or alternatively contact your Club, County or Regional Child Protection Officer, the details of which can be sought from Membership Services.

19.2 Accidents

Accidents at tournaments are rare but it makes sense to be prepared. Any claim or incident that is likely to give rise to an insurance claim in the future must be reported to Membership Services as soon as possible after the event. For more information on the types of incidents and injuries that must be reported immediately, please contact Membership Services.

As Tournament Organiser, you will need to ensure there are adequate first aid facilities close at hand and let everyone know where it can be obtained and who they should go to i.e. a qualified first aider. It is advisable to arrange for a doctor or qualified first aider to administer medical treatment and keep a mobile phone handy in case an ambulance is required.

The information shown below will enable insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. Remember your written report should be sent to Membership Services, not the Insurance Broker.

- a) date and time of accident
- b) full name, occupation, and age of injured person
- c) nature of injury
- d) place where accident occurred
- e) brief description of the circumstances

- f) method by which the event was reported
- g) contact details of any witnesses

Under no circumstances should you admit liability or agree to pay for any damage

Under no circumstances should you admit liability or agree to pay for any damage³³

20 The Day of the Tournament

This is the day you have been looking forward to, or dreading, ever since you said those fateful words,

"I'll have a go at it."

The day will, undoubtedly, be a long one, although there will be periods when it seems you don't actually have time to breathe.

The only way to ensure that everything runs, as it should, is to be as prepared as is humanly possible. Everything you have done up to this point will have an effect on how the next few hours go.

As tournament organiser, you will need to be one of the first people there. If it is a weekend tournament, there may be people staying on site and it is advisable that the tournament organiser, or a trusted deputy, is one of these.

The ideal venue is one where it is possible to set the bosses up the day before, but in many cases this has to be done on the morning of the shoot. In this situation there needs to be a good working party present as early as possible, in order to set up.

Even if the bosses are left overnight, you will need to be there early on, with a working party in support. You will nearly always need to put on target faces on the morning of the shoot, as even a heavy dew can cause some stretching or pulling of faces if left overnight. The exception may be an indoor shoot where everything can be set up and left the day before. In either case, the judges should be able to arrive and have the field ready for inspection at least an hour before the start time of the event. The judges will check the field measurements, faces, bosses and other equipment. It is at this point that paranoia sets in for the tournament organiser. The judges will walk off with their tape measures, check the field, walk along the target line and then gather together in the distance. They will then be seen having intense conversations about we know not what. You then notice that the field is not as square as you thought it was yesterday, everything seems the wrong size, you wonder if there is a problem with the bosses and you start to think how you are going to tell the archers everything is cancelled.

The judges will then return, say that everything is fine (which it will be for someone as well prepared as you!) and you will spend the rest of the day wondering if it was you they were talking about.

Most judges appreciate it, if you have prepared an information pack for each of them. This pack should have an up to date copy of the target list (you will have had endless telephone calls since the closing date), a copy of a score sheet, an up to date list of the national records (if it is a record status round), and any other relevant information, such as details of who to see for cups of tea, where lunch will be served, etc.

In the case of record status tournament, the Chairman of Judges will also require to complete the Judges section of the Record Status Application booklet.

You will also need the Record Status Application booklet at the end of the shooting for the archers to complete the necessary claims for World Records, National Records, FITA Stars, FITA Awards, Rose Awards and any Six Gold End Badge claims.

If you are using lights or buzzers for the control of shooting, you will need to ensure that your Director of Shooting is familiar with their workings.

For a first time organiser, what is often the hardest part of the day is standing in front of the archers at assembly. The surest way to ensure that nothing is omitted from your welcome, is to write it all down. Large print, which you can read at arm's length, is as good a way as any.

You will need to welcome the archers, address the important issues such as, the registration of anyone intending to use photographic/filming equipment (including mobile phone camera's) and where to go for first aid. Explain which scoring system you are using, if running a leader board you should ask for score sheets to be kept accessible, the location of toilets and refreshments, and, cover any items specific to your event or venue and introduce the judges. You can then relax whilst the chairman of judges takes over.

Throughout the day, you will need to be accessible to the archers, judges and working party members. If you have another person actually running the working party, they will still need to be able to find you for any problems.

Just before the end of the day, you will need to let the judges know where you want the completed score sheets, either on the shooting line or taken to a particular place, so that they can remind the archers.

You then need to be prepared for sorting the results. If you are using a computer system, this will have been programmed previously, so that you just need to enter the scores, or better still give the boards to the person who is running the computer for you.

You need to have your awards table ready set out, along with any raffle table, by this stage. The usual procedure is to draw the raffle and then move straight on to the presentations.

It is helpful if one of your working party members can be sat close by with a trophy list, so that the trophy winners can leave their names and addresses. You will then be able to write to them next year to remind them that they have the trophy and ask for its return.

21 Awards

The awards presented at the end of a tournament, will vary from event to event. Some events will have one set of awards for the overall winners, whilst others may have a series of awards for different groups of competitors. In the latter case, some tournaments could include a club event, a county event, a regional event and an open event all taking place at the same time.

Similarly, some tournaments award medals to the first three archers in a number of categories, providing there are four or more archers, whilst others may base the number of medals on the number of entries received. This could be a first place medal where there are

more two or more competitors, first and second where there are five or more, first, second and third where there are nine or more, etc.

Whatever the structure of the awards is going to be, you will need to have a clear idea well before hand, in order to purchase them.

There are a large number of returnable awards available from trophy shops, many of which are at a reasonable price. It may, however, be worth considering an alternative form of award for a first tournament, where the number of entries is unknown. Such events sometimes use bottles of wine or boxes of chocolates, or they may just award medals.

Many trophy shops keep a good supply of medals in stock and can supply general archery stick in centres in a short time. If you intend to have your own club centres struck however, this will take some considerable time, possible a couple of months.

Again, it is helpful if one of your colleagues can take on board the responsibility for the purchase of medals, centres and any engraving. You will need to know how many you need and let them know in good time.

This balance can be hard to strike at first. You cannot be sure how many medals you will need until you know how many entries you have, but you may need time to get them. One alternative is to order any trophies (and medal centres if you are having them made) well in advance and then go for the medals just a week or so before. Many trophy shops keep a good stock of medals and you should be able to find something suitable at short notice.

If a tournament is to run from year to year, it can be useful to go for a common medal style, which can be used again the next time. In this way you can have some spare medals in case of ties (or to cater for a few late entries which can change your medal plans), which can be stored for future use if they are not needed.

22 After the Event

If an archer is claiming a World Record, phone Membership Services office as soon as possible with all the information as they have to submit the claim to FITA within 7 days.

As soon as possible after the tournament day, you will need to produce the results sheets. The archers must be divided by gender and bow style. Juniors and seniors are shown separately and the archers should be listed in the order, in which they finished, showing their position, name, club, hits, golds and score.

If the event was a FITA Star (or a record status FITA round) the results for each archer should also show their score for each distance.

The results sheets should also show the tournament organiser's name and address, the names of the judges and the name of Lady Paramount. In many cases, other relevant information is also included, such as the number of records claimed, the number of awards claimed (FITA Star, Rose events, etc.) and possibly the weather.

The results sheet is also a good place to begin advertising next year's shoot.

Copies of the results sheets then need to be sent to the Lady Paramount, each judge, and every archer who provided an envelope for that purpose.

If this was a record status event, six copies of the results sheets will need to be sent to Membership Services, along with copies of the tournament organiser's report, the judges' report, and any claims.

For each record claim or award claim the Record Status Application booklet should be accompanied by that archer's score sheet. This must be the original and not a photocopy, although it is advisable to keep a photocopy for your own records.

Some tournament organisers also send each archer's score sheet out with their copy of the results sheet.

You will then need to finalise a balance sheet showing the income and expenditure for the tournament.

This and a short report should then be presented to the host organisation (club, county, etc.) along with any recommendation or proposal for the following year.

Some organisers also send tournament reports to some of the archery magazines, or to their local newspaper.

***You should then be able to sit back and relax,
and you may even find enough time to take up archery again!***

23 Round Up

It is hoped that this booklet has been some help. It can only be if you follow the few simple steps that have been set out.

It is very easy for the new Tournament Organiser to fail because of over confidence or sheer terror. Just because 'Fred' did it well or badly last year will not mean that you succeed or fail for the same reasons.

If this is the first time you are running a shoot, try to employ people around you that you can rely upon, don't do it all yourself. Despite how confident you feel, the day before the shoot is both physically hard and demanding. The paper work can be a nightmare, with late entries and withdrawals.

Knowing club members are at the field sorting out the bosses and all the other equipment whilst you sort out the score sheets and other paper work is the best way. Not doing the score sheets while you are sorting the flags and hoping you have time to find the best bosses for the compound targets.

Of course if you have been running the same shoot for several years don't be complacent. Just because 'Fred' sorted the bosses out for the last three years doesn't mean he will be there this year. Have you asked him? He might be going on holiday this year, and then you are 'up the proverbial creek'.

Other things to remember:

- Are you passing the running of a shoot to someone else? Then make sure there is a file to help them, and it is up to date. If there is no file make time to meet the new organiser so you can pass on as much advise and help as you can, or why not start one.

Tournament Organiser's Handbook

- Do you know how many experts your club or Association has? You never know there might be a graphic designer, for the entry form and score sheet. You might have a van hire contact, there are a wide range of people who may be willing and able to help, they might just be waiting to be asked. They all could make your task easier and possibly a lot cheaper.

A few simple tips to remember:

- Don't try to do it all yourself.
- Give your team clear tasks and let everyone know who is doing what.
- Keep paperwork up to date, meet all deadlines don't wait (do it now!)
- Check everything (twice) make sure all the parts of the shoot are where they should be at the time they should be.
- Enjoy yourself, it can be fun. When it's all over you should feel proud of your efforts.

Finally despite how things have gone don't agree to do it all again next year until all the work is over, and you have had time to reflect on how it went. Remember it was you who said all that time ago 'Why don't we.....'

24 Appendix A: Basic Expenses Claim

JUDGE'S EXPENSES CLAIM

FITA 18 and HEAD to HEAD TOURNAMENT

Saturday 29th and Sunday 30th October 2005

NAME _____

£

Miles claimed _____

@ 25p / mile

Other expenses

(Please detail)

Total claim

Signed| _____



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