



Hosting - USA Archery Junior Olympic National Outdoor Championship

“Don’t assume anyone else is taking care of anything, and then ask for help.”

The Event: The JOAD National Championship selects the USAA JOAD program Nationals Champion. It is typically a Jr US Archery Team (Jr USAT) program mandatory qualifying tournament. Junior, Cadet, Cub and Bowman compete in Boy and Girl groups with recurve and compound bows.

Junior, Cadet and Cub take part in a 144 arrow, four distances, FITA qualification round and then single Elimination Olympic Rounds. (As of 2008 the qualification round is exclusively a FITA. 70 meter round has yet to be considered)

The Bowman JOAD Champions, 2nd and 3rd places is determined by the FITA. The Bowman do not take place on OR day.

The determination of the JOAD National Champion for Junior, Cadet and Cub is subject to change. As of Spring 2008, the highest places USA Archery JOAD members in the OR matches determine the JOAD Champions, 2nd and 3rd places. (Foreign and non USAA Members are removed for ranking purposes). The JOAD committee acknowledges the risk that a high ranking qualifier maybe eliminated by a foreign or non USAA member.)

The JOAD Nationals also includes Team Round. Junior, Cadet, and Cub, Boy and Girl groups with recurve and compound bows would all be offered. Team rounds should be offered conditionally to allow the tournament host to re arrange group to unsure that there is a reasonable minimum number of team for practical competition.

Tournaments: There are many opportunities to host tournaments. Tournament “bid packages” are distributed to USA

Archery clubs including collegiate clubs and can be found online at www.usarchery.org. National and other tournaments include:

JOAD Nationals, JOAD Indoor Nationals, JOAD Mail-In, Jr World Team Trials, Regional, State and Local Tournaments. From time to time USAA will consider hosting FITA World Championships and International Tournaments.

The USAA is the entity that is responsible for the tournament.

Philosophy: The goal is to increase the number of youth archers that have the opportunity to compete as a part of their JOAD club or as an individual JOAD in a meaningful event. The tournament goal is to conduct the best event the resources will allow.

Summary, this document is in has three parts;

- **Resources and References** are the sources for documentation and source of experienced tournament organizers and operators.
- **Outline,** is a listing of topics and brief description and basic concepts for;
 - *Tasks, Details, Equipment, Staff and Tournament Schedule.*
- **Exhibits,** templates, sample forms and notes.

The document is a living resource, feel free to offer updates or edit for your personal use.

Resources and References:

Tournament Documents Resources:

Archery and Bow hunters Range Guideline

This AMO guide (predecessor to the ATA) has some good basic range layout information. It is the key source for the 45 feet wide side of the range safety clearance and the 120' behind the longest target down range safety clearance. (Note that FITA clearances are somewhat different, 10-20 meters) (The Archer) <http://www.thearcher.com/resourceCentre/itemDetails.cfm?itemId=27>

Organisers Manual Outdoor Target Archery Championships (FITA)

This 1999 FITA document has good conceptual information as a guide only many of the rules have changed.

(The Archer) <http://www.thearcher.com/resourceCentre/itemDetails.cfm?itemId=22>

(Bogen Sport Club) http://www.bogensportclub-stuttgart.de/files/outdoor_organisation.pdf

Tournament Management and Target Checklist (USA Archery)

(USA Archery) http://usarchery.org/userfiles/file/tournament_guide.pdf

How to Run a STAR Fita

It is a reasonable goal to run all tournaments like a Star FITA. (USA Archery)

<http://usarchery.org/userfiles/file/How%20to%20run%20a%20star%20fita.pdf>

Target Stand

This stand holds up to tournaments using 2x4s and modified to add a horizontal and diagonal brace to the back legs.

(The Archer) <http://www.thearcher.com/resourceCentre/itemDetails.cfm?itemId=11>

(TSAA) <http://www.texasarchery.org/Documents/ScottStand/ScottStand.pdf>

Many use a tripod easel design that collapses easily for storage and transportation. Here is an Archery Talk Forum link that describes tripod stand construction.

<http://www.archerytalk.com/vb/showthread.php?t=687998>

JOAD Handbook

As of Spring 2008 the current 2007 JOAD handbook is available online at:

<http://www.usaarcheryjoad.org/files/2007JOADHandbook.pdf>

Scorecards

The rules change; as a result the score cards change. Score cards are available in the applicable parts of the FITA Rule but are not always useable. The Arizona Jr. and Collegiate website is a source of scorecards updated for each season.

(www.azjoad.com) <http://www.azjoad.com/main/resources.htm#SampleForms>

See also FITA rule books.

Rules:

USA Archery 2007 JOAD handbook:

<http://www.usaarcheryjoad.org/files/2007JOADHandbook.pdf>

Note that some item may become obsolete, i.e. scorecards.

You need to know the rules as it applies to tournament set up and operation only.

FITA website <http://www.archery.org/>

USA Archery Website

Includes FITA rules, dress code, equipment inspection and more

<http://www.usarchery.org/usarchery/html/RulesRegulations.html>

Websites:

- FITA www.archery.org
- USA Archery (National Archery Association) www.usarchery.org
- USA Archery JOAD Website: www.usaarcheryjoad.org
- Texas State Archery Association, an overwhelming amount of information.
www.texasarchery.org
- Scorecards and other information www.azjoad.com
- (NFAA) <http://www.nfaa-archery.org>
- This is a popular forum that includes a FITA and Collegiate forum. (Archery Talk)
<http://www.archerytalk.com/vb/>

Tournament Websites: Provides a flavor of a tournament or simply the results;

- USA Archery tournament results <http://www.usarchery.org/usarchery/html/Results.html>
- Arizona Cup <http://www.arizonacup.com>
- Texas Shootout <http://recsports.tamu.edu/archery/>
- Gold Cup <http://www.njarchery.org/usagoldcup/index.shtml>

Experienced Tournament Hosts: These are the best resources you can find. Their experience is priceless and they can give quick answers to issues you have been trying to resolve for days.

- *Steve Cornell*, steve.cornell@dhl.com, 513-755-2444 has hosted two JOAD National Championships in the past decade and also hosted Olympic Trials in the Cincinnati, Ohio area.
- *Lorinda Cohen* lcohen@hlkn.tamu.edu 218-0629(C) 862-7746(W) and *Tara Robey*, trobey4@hotmail.com 858-254-4058, co-hosted the 2007 JOAD National in Chula Vista, California.
- *Kenny Compton* kennycompton@comcast.net hosted the 2004 JOAD Nationals in Conyers Georgia.

Others:

- Tom Green, Official and Rules Committee, USA Archery tgarchery@frontiernet.net
- Bob Pian, Arizona Cup Tournament Coordinator, JOAD championship hosting guide editor
azjoad@cox.net
- Marihelen and MJ Rogers, a lot can be learned from this couple, rogers_mj@msn.com
- Don't reinvent the wheel, ask others!

USADA (US Anti Doping Agency): USADA and WADA (World Anti Doping Agency) help to ensure that our sport is "clean". Often USADA will inform the USAA that they are conducting testing. Note that FITA has Anti Doping requirements for World Ranking Tournaments that are the responsibility of the tournament and the USAA. <http://www.usantidoping.org/>

Outline, Tasks:

Identify most of the task leaders:

- Field layout and equipment set up and take down.
- During tournament field crew.
- Judges, DOS, Officials.
- Registration, Target assignments.
- OR flow, Team Rounds, Scorecards and Results Data Entry/posting.
- Leader board.
- PR, Marketing, Community Outreach.

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

Star FITA: Once the tournament dates and location are awarded, register the tournament as a STAR FITA so that World records, Star pins and qualifying scores can be achieved. (As of May 2008, \$50) Note that tournament location can be changed from the originally registered location. If the location is changed, inform the USAA/NAA office.

Date and location go hand and hand: Date must fit in with the tournament and school calendars.

The JOAD National Championship is typically scheduled to take place in early July after the New York public schools State Regent exams conducted in late June. The location must be reserved for set up, tournament and take down.

Location: The range must be large enough space. The practical minimum outdoor size is 100 cm per archer (39 1/2" per archer) to allow for spotting scopes on the line. (80 cm (32") is the minimum size and works well for indoor tournament.) The only way to know that the field is large enough is to measure it and see for yourself. The rough area needed for a FITA tournament of 300 archers shooting on 90 targets is 700 feet wide including side safety areas plus practice area by, 400 feet deep PLUS rear 150 feet deep safety area.

Other items of consideration:

- Field near where the archers can readily drive to and from the range to homes or hotel.
- Access, cars and transporting equipment including bow cases.
- Parking nearby (and/or drop off pick up area for bow cases and equipment).
- Restrooms (port a potties) near the archers.
- Archers seating, shade canopies, equipment area
- Waiting line, shooting line, target line, # of target space
- Side and rear safety area and protection.
- Spectators area (bleachers, canopy space)

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

Liability Insurance: Typically the public entity or field owner require proof of insurance.

Here is a summary of the insurance the NAA provides its clubs:

<http://usarchery.org/userfiles/file/Insurance%20Summary.pdf>

How to order an insurance certificate:

<http://usarchery.org/userfiles/file/Attention%20Clubs%20Insurance%20Reminder.pdf>

Risk Assessment:

Typically the school or public entity or field owner will seek events safety record. Here is an example of a compilation of information used to obtain permission to “shoot on campus”:

(www.sundevilarchery.com) <http://www.sundevilarchery.com/uploads/Risk%20Assessment%20redact.doc>

\$\$\$:

It is essential that the tournament host benefits from hosting the event in some way. Ideally a town, city or county would provide financial support in return for recognition and support of the club and community.

Typically the tournament entry fees must pay for everything not otherwise funded. As of 2008, USAA only funds the judges. Banquet, BBQs and souvenir shirts etc. can be a separate additional fee but providing the banquet as part of the fee encourages full participation. A “spread sheet” is the best way to account for everything. Here is a sample excel tournament cost spread sheet that can be modified for a particular tournament. (www.azjoad.com) http://www.azjoad.com/main/forms/tournament_expense_template.xls

Tournament Fee:

USAT qualifying tournament entry fee is a good example of what a comparable entry fee might be. (As of 2007 \$90 to \$120) Note that the more archers you have the more affordable the tournament is for each individual archer and the more worthwhile the tournament will be for host.

Team Rounds Fee: The tournament host is encouraged to provide the team round as part of the basic tournament fee to encourage participation. Note that team round sponsorship often available.

Hotels:

Since the majority of the archers come from out of town, find an official tournament hotel or two. Doing so is a great help to families. Hotels should be near the range, a grocery store and restaurants and offer a continental breakfast beginning early enough for the archers to eat and still get to the field on time.

Ask for the hotel to offer a rate of below the AAA rate and below AAPR rate to be the official hotel. A goal would be to “block” enough rooms for ¼ of the anticipated archers, ½ the field if the rate is great and the hotel close to the field. The deadline to release blocked rooms should be the day after on time registration closes. Some tournament hosts ask for a \$5 per room night rebate to the club. Some try to secure complementary room nights for an official to use instead of the rebate. “Comp” rooms range from 1 for each 20-50 room nights, depending on the rate. Also: Check on dorm rooms and campground space for availability. Be prepared to suggest other hotels should the tourney hotel become full.

Meeting space:

Often different leaderships will want to meet in the afternoon/evenings during the tournament. Meeting rooms close to the tournament venue or at the tournament hotel are ideal locations. Ask for a complementary meeting room that can be used for the JOAD Meeting or leadership council meetings. A classroom size space with tables and chairs is sufficient.

Registration and information (Internet posting):

Internet posting (2008 www.usarchery.org, www.usaarcheryjoad.org) is the most effective and cost efficient method of circulating tournament information. The USA Archery magazine and newsletters are helpful. It is helpful to have the registrations form printable in PDF and “word doc” form and they can be via printable online entry form. As of 2008, most tournaments require payment to be mailed in. Have the payments sent to the tournament directly so that registration and payment status can be monitored without delay. The website can be simple with general information, registration form, schedule, hotel information, map to parking, the range and banquet and registered archers listing. Provide Email and phone numbers to contact to answer questions.

BBQs, social or party:

Socialization events are important to JOAD tourneys. A BBQ or ice cream social is a great informal get together. You can charge extra for this, but don't expect or try to make a profit. Often a sponsor can be found for the event.

Banquet:

The banquet can be the place where the awards are presented. The award ceremony must be available to all. You can charge extra for the banquet portion but don't expect or try to make a profit. The event is the last official event of the tourney.

Sponsorship:

Local businesses can be approached to SPONSOR A BALE - in return for putting their name on the fence or even on the plywood board beneath the target bale on the stand ("This target sponsored by: "Spiffy Archery") they provide the purchase price of the target bale. A banquet sponsor can help to keep the banquet cost down. Good luck!

Another sponsorship source is college club that are unrestricted in their recruiting of high school students. Team rounds are great for colleges to sponsor. Archery manufacturers are often asked to contribute and many do when asked. Many provide items for the archer's bags.

Jr. USAT sponsors:

Support these sponsors by displaying their banners. Ask the USAA staff in charge of Jr USAT sponsorship to secure the Jr USAT sponsor banners for you.

Outline, Details:

Awards

Awards cost:

As a result medals are the most affordable option. Note that FITA World Championship medals are approximately 2 inches in diameter. Assuming 228 awards at \$5/medal, the total cost is \$1140. (Budget minded suggestion: purchase 250 medals, all of the same metal color. Change ribbons colors to denote 1st (gold or yellow), 2nd (silver, or white or light grey) and 3rd, (Bronze, or orange or brown).

Awards artwork:

The award artwork should be significant and worthy of the USAA JOAD programs highest championship achievement.

Participants must be USAA members to be eligible for the JOAD National Championship. Note that Guest including FITA association members and NFAA members may participate but are not eligible for the JOAD Nationals Championship. (Background: The NFAA/NAA agreement to allow each associations membership to participate in each other's national championship is interpreted to apply to the USAA National Target Championship.

Qualification Round

Cub, Cadet, Junior

1st, 2nd, 3rd

Compound, Recurve

Girl, Boy

3x3x2x2=36

Bowman Championship based on Q Round

1st, 2nd, 3rd

Compound, Recurve

Girl, Boy

1x3x2x2=12

OR Championship

Cub, Cadet, Junior

1st, 2nd, 3rd

Compound, Recurve

Girl, Boy

3x3x2x2=36

JOAD National Champions

Cub, Cadet, Junior

1st, 2nd, 3rd

Compound, Recurve

Girl, Boy

3x3x2x2=36

Team Round

Cub, Cadet, Junior

1stx3, 2ndx3, 3rdx3

Compound, Recurve

Girl, Boy

3x3x3x2x2=108

228 Total Awards

USAA Membership:

Participants must be USAA/NAA members and citizens of the USA to be eligible for the JOAD National Championship. Note that guests including FITA association members NFAA members may participate in guest categories if offered. (Background information: An NFAA/NAA agreement allows each associations membership to participate in each other's national championships. As of 2008 the interpretation is that the National Target Championship, National Field Championship and the National Indoor Championship constitute the USAA/NAA Championships. JOAD and Collegiate are not a part of the NFAA/NAA championship reciprocity.)

JOAD Club Membership:

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

Media:

Send a press release to everyone you can think of, school newspaper sport team/club editor, metro newspaper sport/recreation editor, local TV stations morning show producers,

www.usaarcheryjoad.org, www.usarchery.org,

Here is a listing of archery magazines, (www.azjoad.com)

<http://www.azjoad.com/main/siteindex.htm#magazines>

Program:

A program helps to communication to the archers, coaches, club leaders, families and spectators. Typical inclusions are: schedule, names of officials and volunteers, sponsors, tournament records, USADA information, Code of conduct, Emergency medical information and tournament host recruiting information.

Archers bag:

An archer's bag or envelope, given out at check in may include other PR items such as coupons to local merchants, sponsor flyers, school memorabilia sticker, etc. This is a nice to have but is not essential. For some JOADs, they know that that they will not be "winning" as a result what they receive in the archer's bag is significant. College clubs and the USAA can be invited to provide PR items.

Archers to Spectator area separation:

Archer's seating canopies are located approximately 10-15 meters behind the shooting line. Typically, spectators, families, parents and coaches are to remain behind the archer's canopy seating area to insure that the area is clear for archer circulation. Flag rope is often used to demark archers vs. spectator's area.

Non Archers in the Archers area:

Tournament staff and others are allowed in the archers area including; judges, leader board crew, field crew, USADA chaperones, staff and the media.

During the qualification round, (championship round for the Bowman's) those that require special assistance including disabled archers and those that require language translations are allowed upon verification by the tournament staff to be with the archers.

Note that short visits by parent and coaches to deliver water, snacks, sunscreen, and brief word are typically tolerated if the visit is short and in no way become an annoyance to any of the archers.

Note that **all** are invited to come close to the "action" during the OR and Team rounds. Typically an announcement is made inviting the spectators to come up and into the archers canopy area or up to an equipment line. The tournament can judge how close the spectators and coaches can approach will still giving the archers ample space and seating. Typically the spectators can come no closer than the waiting line. Cheering for the both match competitors is encouraged.

If space is a concern, the tournament may limit the archer to one “coach, parent, aid or other type assistant” in the nearby area per archer. Note that access to the archer’s area is one of the most debated topics. Fair and clearly communicated ground rules included with tournament registration information are the key to avoiding issues.

Credentials:

Those allowed in the archer’s area typically are issued “credentials” to identify them as having sanctioned access. A laminated credential (business card sized to 4x6) with a lanyard or neck string works well. (Tournament Director, COJ, DOS, Judge, Leader board, Archers agent, Field crew, Chaperone, Volunteer, Staff, Media, International Team Staff) Have extra volunteer credentials available.

Archers ID numbers:

Each archer is issued an archers ID number that signify them as a participant. The 5.75” x 7.5” size is typical. The tournament provides 4 small safety pins so that the archer can attach the ID number to their quiver or thigh area. Typically the tournament will purchase numbers 1 thru 300 or 400. Purchase a dozen blank number IDs for those that miss place their number. In addition to the archer’s number, artwork including name of tourney, location, host, date, sponsor, USAA JOAD logo can be included. Electric City Printing is the most commonly used printer of Archers ID number on tear resistant Tyvek material. <http://www.ecprint.com/> and <http://www.ecprint.com/images/eventprint.pdf> Other printing techniques may work also, ID number can be printed on paper and laminated to be tear resistant or they can be printed on 8.5 x 11, folded in half then inserted into a folded plastic sheet protector.

Scorecards:

See resources above; Send proofs of the score card to the DOS and COJ for review and approval prior to printing. Card stock is more durable than plain paper. (Many archers drop their clipboard on the ground) The archers usually have their own pens and pencils for scoring. Typically the tournament will print one scorecard for every competition on a color that corresponds to the category and second scorecard for the competitor on white. During the competition, the archers will “double score”. At the end of the tourney the archers will turn in both cards and be able to take one away.

Archers score cards are to be kept for two years. Archers may request copies of the score cards for qualification scores, records or Star FITA pin submittal.

Scoring Software:

Do not mix leader board and official scoring data entry as the leader board represents quick unofficial results. Excel is what most use. Ask for pre-made templates from other tournaments like USAT qualifiers. Something else, ask the “**Experienced Tournament Hosts**”

Qualification Round Target Assignments:

Note that ideally there should not be more than one or two archer from the same team, club or community shooting on the same target matt and scoring together. The tournament may wish to use Indoor national’s results ranking to group archers with the same skill levels on the same target matt. There will be archers that did not compete indoors that can be distributed uniformly between all the target matts. Providing like skill levels on a target matt becomes very important at the short distance, see below.

80 cm target face selection at shortest FITA distance meters:

The following policy has become the defacto standard and should be published with the tournament registration information.

Juniors and Cadets: all use 80 cm, 6 ring targets at the 30 meter distance (Exception, a 80 cm 10 ring target may be used if all the archers on the target matt agree)

Cub and Bowman's all use the 80 cm, 10 ring targets at the 20 meter distance (Exception, individual archer 80 cm, 6 ring target faces may be used if all the archers on the target matt agree to use individual faces)

At the short distance most top archers will wish to compete in an 80 cm, 6 ring targets while some mid-skill level and beginners will wish to compete on a full 80 cm 10 ring targets. Assign targets by skill level therefore can be important. Avoid changing target assignment for the short distance as the scoring team should be consistent for the entire qualification round.

Results:

Ideally the results of each day or event are posted on the tournament website immediately after the results are compiled. It is the tournament responsibility to check the qualification round scoring results. Most tournament re add the scores of the top 10 competitors and at least the top three in small divisions.

At the end of the tournament, results should be checked again, ties broken using the tie breaking rules and then published on the internet and in pdf. Review what is published for major FITA events. Scores by distance are required for records. Qualification and Final OR ranking is used for a variety of program including Jr USAT. Send a copy of the results to the USAA and the manager of the Jr USAT program.

Outline, Equipment:

Target matts, Target Stands, Flags, Target Numbers, Distance Numbers, Lane Numbers, Lane and shooting lines, Sound system, Timing system. These can be borrowed if you can find a way to get them to and from their home location or you must somehow pay for the equipment. A listing of popular archery supply vendors is listed at the end of this section.

Target Matts:

Hips Targets, American Whitetail (USAT Sponsor) and others are popular target matts in north America because they are manufactured in the USA which keeps the cost down. Damage Targets are popular in Europe. Sometimes target matts can be sold as "used" after the tourney. Note that targets matts are to be a minimum of 52" wide to insure that 2" of white space is exposed beyond the 1 ring.

Pass Thru Protection:

Used target matts don't last forever. Method to prevent pass-thrus include putting rubber belting or archery target bag of rags or Promat Kevlar pads behind the target matts. This is especially critical in rainy areas causing arrow easily pass-thru matts. Pass-thrus greatly delay the tournament. In a pinch old cores and fabric or nylon window screen can be stuffed into a plastic trash bag and hung on the back to act as pass thru protection.

Target Stand:

Rope and stake the target stand to the ground to prevent tipping over during windy conditions.

(TSA) <http://www.texasarchery.org/Documents/ScottStand/ScottStand.pdf>

Moving and staking the targets before and during the tournament is a volunteer intensive effort.

Here are some other target stand ideas:

<http://www.archerytalk.com/vb/showthread.php?t=687998>

Ideally the target matts and stands checked to insure that they are sturdy and at the rules prescribed height.

Target Faces:

FITA licenses targets manufacturers. Maple Leaf Press manufacturers target faces in the USA. There are others in Europe and Asia. Take time review each part of the tournament to add up all the types of targets and quantity. Note that you will need practice targets and extras. It would be irresponsible to conduct a tournament without sufficient target faces. As of 2008, Maple Leaf Press water proof target faces printed on plastic sheeting has proven to be durable and great for rain.

Target Face Pins:

Plastic capped roofing nails, 1.5 to 2 inch long have become the USA tournament standard.

400 archers x 5 pins per archer = 2000 pins.

Target Wind Flags:

Wind flags at the top of each target size and height above the target are FITA rules prescribed. Arrow shafts are ideal for target wind flag "sticks". 3/8" hardwood dowels also work well with a sharpened point to stick into the top of the target. The flags themselves should be made of very light fabric such as nylon. Traditional flag colors are yellow and red. The size of the flags are FITA rules prescribed.

Windsocks:

FITA windsocks are best located at each side of the field and if the field is split, between each side. They can be mounted on 10' pieces of metal electrical conduit positioned over a piece of 4' rebar driven into the earth.

FITA windsocks can be borrowed from other tourneys or purchased from FITA.

<http://shop.archery.org/en/produit.php?idIndex=2&idContent=5>

Swivels to mount on top of 1/2" rigid conduit can were sold in 2008 by www.kitesonline.com, search for swivels and conduit swivels.

Clipboards:

Assume that each archer will need a clip board, which is the case during the first OR match. Extra clip boards are used by everyone, DOS, Judges, Registration, etc. Clip boards can be made by cutting hardboard (Masonite) and using "bull dog clips" or "Acco clips".

Rain bags for Clipboards:

If rains are a possibility, have plastic bags that scorecards and clip board can fit into. (Bags from vendors and overnight mailing (DHL, Fed X, UPS, USPS) bags are excellent. Zip lock bags are too small, trash bags are too big.)

Bow Stands:

Optional, most have their own bow stands for outdoor tournaments. If you have a few, put them out or make them available for those that need them.

Lane and Distance Numbers:

Distance signs at each distance help to avoid confusion at to distances when moving targets.

Lane numbers should be placed 2 meters away from the shooting line on the target side.

Lane lines between each pair of targets, distance lines, 3 meter line, shooting line, 1 meter team round line, photo line, waiting line, equipment area:

Field lines are usually painted. Check with facility operator for irrigation and mowing schedule and cuttings removal.

Some permanent fields use chalk. It can take a 1/2 to full day to line a field or longer if there is wind or rain.

Targets Matts, Target stands, Target Numbers, Wind Flags, FITA wind socks, ropes and stakes:

These items are set up down range at all the distances during practice day. A practice range with a target at each of the distances should be set up to the side of the range for use during the tournament.

Several "Blank Bale" target mats are often set up to the side for archers to warm up shooting at a matt at a 3 to 5 meter distance.

Flip Score Card:

Flip score cards help the spectators follow the progress of the scoring. They are positioned at the target and after each end, the archers update their scores. Since there are up to 4 archers on a target, flip score cards are usually only used for match play (OR and team rounds) Flip score cards can be borrowed from other tourneys or made with laminated numbers on 8.5 x 11 paper with notebook rings and hardboard backs or they can be purchased from FITA:

<http://shop.archery.org/en/produit.php?idIndex=2&idContent=32>

Flags and Banners:

Traditionally a USA flag is flown at a tournament. Flying the state flag is appropriate also.

Director of Shooting Stand:

Canopy, Table with PA and Timer and a chair. The DOS is usually in the middle of the field when the DOS is needed to coordinate other activities. The DOS can be at one end of the field when the DOS strictly controls shooting activity. A raised platform helps the DOS to see across the shooting line.

Sound System:

Provide a sound system that can reach each end of the field without blasting the ears out of those near the speakers. A system where there is a PA speaker in the middle and each end of the field is ideal. Music is often played between ends to help keep the energy up. A back up sound system can be a bullhorn. The PA system should be able to be used in the rain.

Timing system:

Digital Timer displays are best. Minimum 8" high digits (20cm). Test the timers. Make sure the control wire is long enough and become familiar with the operations. Place the clocks so that both left handers and right handers can see them. Ideally there would be a back up timing system. Red, yellow and green flags should be standing by for emergency shooting control.

Power:

Test the full set up to make sure the power is not overloaded. For outdoor tournaments secure and test a backup generator also.

Officials Canopy and Shade:

Canopy and table for judges to meet and to take breaks. Provide table size umbrellas, staked down for each judge and chairs at the judge's position along waiting line. Move the umbrella to the Olympic round judging locations.

Check In Canopy, First Aid:

A place for a lost and found, medical technicians and volunteers. Table and chairs. This is a place for the volunteers to eat their lunch also.

Chairs:

The archers are flying in or are driving in from a long distance. Provide chairs without side arms for each archer and official. Chairs can be rented or borrowed.

Spectators Seating:

Spectator bleachers are great but are rarely provided. Providing spectator seating is essential if the tournament is to attract spectator interest.

Shade and Rain Canopies:

The archers are flying in or are driving in from a long distance provide sun and rain protection canopies. A rule of thumb is to provide 10 feet deep canopies that cover 50% of the length of the shooting line. Canopies need to be staked down. The 10' x 20' 6 to 8 legged canopies seem to be the most popular because of cost.

Restrooms:

If portable potties are used, distribute them evenly across the field perhaps 50 to 100 feet behind the archers seating area. If the facilities are farther away, plan on providing extended breaks to allow for the extended travel time. A ratio of 1 to 25 plus wheel chair units as needed. If the archers will be on the field in the AM and PM. A ratio of 1-40 is fine for a ½ days event. Have the portable potties emptied every day during non tournament hours. Provide signage to designate male and female restrooms.

Trash Cans:

A 55 gallon drum type trash can for each 20-25 archers is adequate. Trash cans should be anchored or roped to prevent blow over. Plan on emptying the cans every day.

Drinking water:

Drinking water can be provided for in 10 gallon coolers with disposable paper cups are fine. One cooler for each 20-25 archers is adequate. Ice in the cooler is nice. Update: Many tourneys now provide bottled water. As of 2008, many if not most archers bring their own bottled water. On bottle per archers per day seems to be a good number of water to have on hand, knowing that the tournament can buy more over night.

Food and Snacks:

Offering food and snacks is a great service to the archers and spectators. If you plan on selling Gatorade, bottled water, apples, bananas and lunch, let the archers know well in advance so they can plan on buying at the field. Soda is good for the spectators, too. Some tournaments provide food to the officials, judges and volunteers so they do not need to leave the field.

Equipment Contacts:

The following is partial listing of equipment contacts. Please submit contact information for others. Everything, Target mats, Target faces, etc.:

- **Lancaster Archery Supply**, 2195-A Old Philadelphia Pike, Lancaster, PA 17602, (717) 394-7229 www.lancasterarchery.com (USAT Sponsor)
- General Archery Supplies: **Kinseys Outdoor**, Mailing Address: 1658 Steel Way Drive, Mount Joy, PA 17552, Phone (717) 653-5524 www.kinseysoutdoors.com/archery
- General Archery Supplies: **Hall's Archery**, 291 West Middle Turnpike, Manchester, CT 06040, Phone (860) 646-4565

- Target Matts: **American Whitetail**, Al Reinhart, 8478 East SR 62, Ferdinand, Indiana, 47532, Phone 1-888-233-1976 www.archerytargets.com (USAT sponsor)
- Target Matts: **Hips Targets**, Darren Brown, 2922 N. Pan Am Expressway, Suite B, San Antonio, TX 78208, Phone 1-800-979-0915, www.hipstargets.com (Texas Shootout Sponsor)
- Target Matts: **Damage Targets** are popular in Europe <http://www.damage.dk/engelsk.htm>
- Damage makes a timing system also.

- Target Faces: **Maple Leaf Press**, Doug Patterson, 1215 Beechtree Street, Grand Haven, MI 49417, Phone: 616-846-8844

- Target Matt Pass thru Protection: **Protektor** Model, 1-11 Bridge Street, Galeton, PA, 16692, Phone (814) 435-2442, <http://www.protektormodel.com/target.htm>

- Electronic Timer, **Sportable Scoreboard** ST-15, Phone 1-800-323-7745 <http://www.sportablescoreboards.com/scoreboards/multisport/st-15.html>

- Archers Tyvek ID #s **Electric City Printing**. <http://www.ecprint.com/> and <http://www.ecprint.com/images/eventprint.pdf>

Outline, Staff:**Judges:**

General: As of 2008 the USAA assigns and pays per diem for the Judges, DOS and COJ.

Listing of registered judges and other judge's information.

(USA Archery) <http://www.usarchery.org/usarchery/html/Judges.html>

Here are some judge's prep and judges meeting checklists.

(azjoad.com) <http://www.azjoad.com/main/siteindex.htm#SampleForms>

The USAA assigns and pays for the judge's daily fee which typically does not cover all of the judge's expenses. The more you can provide them such as lunches, lodging and transportation, the better judges you will attract and the smoother your tournament will run.

The USAA will take suggestions for officials. The DOS do not need to be a registered judge. Look for someone that knows tournament process, can work a timer, blow a whistle and speak clearly. DOS are usually paid like a judge.

First Aid:

Sometimes the local community has a volunteer source for medical assistance. Directions to the nearest hospital emergency room and emergency phone number "911" should also be published in the program and posted at the field.

USADA Chaperones:

It is possible that USADA will conduct testing. USADA often needs escorts at least 18 years old. Look for people that need volunteer hours like school service club members. Schools of medicine, sports medicine and physical therapy may give credit for being a chaperone. Public utilities like gas, phone, and power companies often encourage their employees to volunteer. Reserve a room near the field with a restroom that you can cancel as soon as you can. Here is the USADA website: <http://www.usantidoping.org/>

Field Crew duties during tournament:

Set up timer clock system and sound system.

Help move and stake down target stands at distance changes.

Keep water cooler full or water bottles available.

Keep generators going.

At the end of the day, put chairs back in place.

Put up canopies in the morning then take down canopies and umbrellas that maybe damaged by overnight winds and storms.

Put up and Put away timer and sound system that maybe vandalized or damaged over night.

Put away paper work.

Dispose of trash.

Field crew equipment:

Hammers for staking.

Wagons to move equipment

Gloves, hat and sunscreen.

Extra rope and stakes.

Scoring Data Entry Crew:

Distribute score cards on clip boards.

Collect scorecards and clip boards each day.

Check scorecards as they are turned in at the end of the scoring.

Enter data for seeding and web posting.

Leader board:

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

Team Round Coordinator:

This is an intensive one day effort that takes place on team round day. The team round coordinator encourages team to take part in the team rounds. The coordinator seeds the teams using the FITA rule book flow chart and base ranking on the team members qualifying round scores totaled together. Targets are typically assigned one target to one team. A unique feature of the Team round is the one meter line. Flow charts are created for each category and the proper scorecards provided. The team round process is unusual and typically requires an officials meeting to insure that the staff is aware of the current team round timing and process.

OR Coordinator:

The process is similar to the Team round except that the tournament should take special care verifying qualification round scores over night so that the OR matches are seeded correctly. FITA has deemed that the OR is "the" competition for the most part.

The coordinator seeds the OR using the FITA rule book flow chart and basis ranking qualifying round scores. Targets are typically assigned two archers to one target then one target to one archer. Flow charts and ideally provided to each archer. This is done for each category and the proper scorecards provided. The OR process varies in some cases and requires an officials meeting to insure that the staff is aware of process.

Outline, Tournament Schedule:

After the field is set up the fun begins...

Day Zero (likely a week long process)

- Field Set up

Day One

- AM final set up
- Judges inspect field, have 90 meter measuring tape on hand.
- 11:00 AM Judge and Tournament Leadership meeting
- 12 Noon (or earlier) Official Practice and Check in:
(Target set up at every distance, archers can shoot where ever they choose. There is a lot of socialization and activity. Check in can take place along with equipment inspection. Use used target faces if you have them.)
- 1:00 to 3:00 PM Equipment inspection.
- JOAD meeting?

Day Two

- 7:30 AM Limited late check in and equipment inspections
- 8:00 AM Official practice
- 8:45 AM Announcements
- 9:00 AM First Distance
- 15 minute restroom break
- Second Distance
- JOAD meeting?

Secure Field

(Note that based on year of archer and family input, there is no lunch break between the first and second distance. By doing so, the families are able to take in other family vacation activities after each day's competition.)

- BBQ day

Day Three

- 8:00 AM Official practice
- 8:45 AM Announcements
- 9:00 AM Third Distance
- 15 minute restroom break
- Fourth Distance
(Team round teams to provide the Team round coordinator with the teams individual FITA scores and the three team members FITA score added together to expedite the team round seeding process)
- One hour lunch break (FITA results compiled and team rounds seeded)
- FITA (Bowman Championship) awards (While team rounds flow charts are finalized using FITA for ranking)
- Team Rounds (Officials to keep track of match results so that result can be used for awards presentation immediately following the matches)
- Team Round awards
- Secure Field

Day Four

- 8:00 AM Official practice
- 8:45 AM Announcements.
- 9:00 AM Olympic Rounds
- Medal Matches (Mount new target faces for medal matches so that arrows can be spotted and announced to by the PA announcer)
- OR Awards
- JOAD National Championship Awards
- Secure Field

Note that some tournaments have a AM and PM OR schedule when there are not enough targets or judges.

Take down day

- Take Down Field

End

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