

# POLICY and PROCEDURE



# Archery Australia

## National Indoor Archery Championships Manual

### INTRODUCTION

The National Indoor Championships can be conducted in conjunction with local Indoor Tournaments, usually RGB Indoor Championships.

RGBs may use multiple venues; **each venue must be registered with Archery Australia.**

**Date:** National Indoor Archery Championships will be run over the weekend as noted on the Archery Australia Calendar

**Rounds shot:** All competitors, including arbalists, will shoot –

Double Australian Indoor Round 18m (Vegas style) (2 x 30 arrow rounds)  
Single World Archery Indoor 18m round (60 arrows)

**NOTE – The Double Australia Indoor Round will be shot first.**

The total score will be out of 1200 for each competitor.

### TIMELINES

- **90 Days** – Organising Committees to provide the following to Archery Australia at [info@archery.org.au](mailto:info@archery.org.au)
  - **Organising Committee contact details**
  - **Venue Details**
  - **Copy of local entry form and/or link to Online Entry Form**
- **60 Days** – Organisers will be provided with assistance from the IT Committee to set up the event in Archers Diary.
- **30 Days** – Individual entries as well as Open and RGB team entries close.

**NOTE THIS EVENT WILL BE A HARD LOCK WITH NO ADDITIONAL ENTRIES ACCEPTED AFTER 11.59pm 21 DAYS PRIOR TO THE FIRST DAY (SATURDAY) OF THE TOURNAMENT**

Changes to registered Open and RGB teams may be made up until midnight 5 days prior to the start of the event, but teams **MUST** be registered prior to the “Hard Lock”

- **On the selected dates** – Conduct event and enter results. The use of multiple computers, to enable fast and efficient processing of results is recommended.
- **30 days after the event** – A scanned copy of the original scorecard to arrive Archery Australia Office [info@archery.org.au](mailto:info@archery.org.au)

- **If scorecards are not received by this date the scores for the competitors involved will be disqualified.**
- Local organisers must also send a copy of the scorecards to the RGB Recorder or designated person in their RGB.
- **21 Days after the tournament** – Archery Australia will issue invoices to hosts. Numbers to be invoiced will be based on entry numbers listed in Archers Diary at the **start of the competition**. Any competitor who enters, pays an entry fee and fails to compete will be invoiced.
- **30 days after issuing** - Invoices to be paid in line with Archery Australia Debt Recovery Policy.

### **World Archery Registration**

Archery Australia will arrange and cover the cost of registering the Australian events with World Archery as WA Award events, but RGBs MUST confirm their event venue(s) with the Archery Australia Office at [info@archery.org.au](mailto:info@archery.org.au) **90 days prior to the event**.

RGBs may decide to also register their State Championships with Archery Australia for local records and awards.

### **Entry Fee**

**Entry Fee:** The Archery Australia entry fee for the National Indoor Championships shall be AUS \$10 + GST for each entry.

Archery Alliance members and international visitors are welcome to compete as visitors paying the full entry fee.

Archery Australia will submit an invoice to each RGB on the 21 days after the event. Numbers to be invoiced will be as above.

This invoice MUST be paid 30 days after receipt of the same.

If event scheduling allows at each venue competitors may enter into more than one event i.e. Men Compound and Men Recurve or Men's Longbow but individual entry fee must be paid for each entry.

### **Communication**

The details of the Local Organizing Committee as provided above will be used for all communication – RGBs will be included in this communication via their secretary or nominated person.

## **Venue requirements**

**In general:** World Archery rules and, for the National Indoor, Archery Australia rules must be followed.

Each venue is encouraged to arrange for the optimum conditions for their archers, particularly in regard to lighting and temperature conditions.

**Event schedule:** It is a requirement that the event schedule will have the tournament shot with two sessions of 60 arrows being shot across two days (one each day) by each archer with the Double Archery Australia Indoor Round shot first. If entry numbers require, shooting may be in multiple flights on each day.

**Flights:** The Organising Committee can organise any number of flights during a day.

Archers from the same division and classification must be shooting in the same flights.

**SPECIAL NOTE - If the venue entry numbers are low or there are limitations with hiring the venue, written approval must be sought from the Archery Australia Office to conduct both rounds on the one day.**

**Number of venues:** To ensure maximum participation there can be multiple venues in each RGB. These venue details must be provided to Archery Australia by the dates listed above.

**Judges:** For each venue, the RGB shall appoint the appropriate number of Judges for the competitor numbers in compliance with World Archery rules. Expenses for Judges will be the responsibility of the local Organising Committee

**Target Faces:** As a World Archery registered event only World Archery approved target faces can be used.

**For the Australian Indoor round – 40cm Single or Triple Triangle target faces must be used.**

**For the WA Indoor Round – 40cm Single, Triple Vertical target faces must be used.**

The style of face used by archers will be the archer's choice. The entry form should allow archers to select the target face they wish to shoot for each round.

**Lighting:** Lighting is always an important issue with indoor championships; it is the responsibility of the local Organising Committee to ensure there is consistent and acceptable lighting for all competitors at their venue/s.

**Heating:** Selection of venues with achievable comfortable temperatures should be considered.

**Administration area:** Each venue should arrange an 'Administration / Registration Desk' close or next to the computers to allow for changing of entry information, handling of results and scorecards, viewing results from other venues etc. Also have on hand:

- World Archery Rule Book – the latest version
- Archery Australia Rule Book – the latest version
- Information on WA Target Awards

Stationary supplies such as pens, coloured highlighting pens, pencils, staplers, many assorted bulldog clips, sticky tape, spare paper, calculators, paperclips, etc.

### **IT requirements**

**Online access:** Each venue MUST have Internet access to allow for online scoring using Iscored.today.

There will be NO manual inputting of scores.

**TVs or data projector:** Ideally each venue should provide either TVs or Data Projector to display results for competitors and spectators.

Printers should be available to provide printed copies of results which should also be displayed.

**Backup plans:** Organising Committee should develop a backup plan for entry of scores if the main system fails.

### **Media Coverage**

Each RGB is asked to contact your local media.

### **Entry Details**

#### **Entry Form:**

Each Organising Committee will take advantage of the Archery Australia Online Entry System – Assemble Sports. **Archers Diary must not be used as an entry system.**

Assemble Sports provides for quick and efficient online entries and payment by Credit or Debit Card.

For more information email [info@archery.org.au](mailto:info@archery.org.au) as Archery Australia will connect you with the appropriate person at your RGB who can assist the local organising committees in setting up their online entry form.

## Entry form Requirements:

- Name
- Club
- RGB
- Gender
- Archery Australia Number
- Target face required (triple or single)
- Date/s
- Venue address
- Event program
- Times/flights
- Category entering (gender/bow type/age group)
- Entry Fee (the entry fee is the cost of the local event plus the Archery Australia fee of \$10 + GST as described above. This fee will be sent to Archery Australia and will cover medal cost, administration and event results system.)
- Anything else required by the local Organising Committee

Entry Form should indicate

Gender – Male, Female

Divisions – Recurve, Compound, Barebow Recurve, Barebow Compound, Longbow or Crossbow.

Class – Open, 50+, 60+, 70+, U21, U18, U16 or U14

Sub Class – Para Open, Para W1, Crossbow Assisted, VI

Refer to Appendix 1 for eligible Divisions and Classes

Correct Archery Australia terminology must be used on Entry Form, for example U14, U16, U18, U21, Open, 50+, 60+ and 70+.

The **link to Online Entry Form** must be sent to Archery Australia at [info@archery.org.au](mailto:info@archery.org.au) no later than 5pm on the 90 days prior to the start of the tournament.

This information will be published on the Archery Australia website.

## **Non-Archery Australia Championship Entries**

Archery Alliance members and non-Archery Australia members can only enter into Archery Australia categories and Archery Australia rules will apply.

## **Data Entry of Competitors and Scores**

**Affiliation:** Members can only enter via Assemble Sports if they are current members of Archery Australia, but Alliance Archery members MUST produce evidence of their affiliation.

**This must be reinforced by a check of Membership Cards at the time of registration.**

## **Teams Event**

There will be two different team events conducted at National Indoor Championships.

### **RGB Senior Team Championships –**

Each RGB can enter one Senior Recurve Team, one Senior Compound Team and one Senior Barebow Recurve Team

The composition of each team shall be up to four (4) athletes, with the composition of each team as follows -

- Teams will be of mixed gender:
  - A team of four must include no more than 75% of one gender
  - A team of three must include no more than 66% of one gender
  - A team of two must include no more than 50% of one gender

Only one team in each Division of Recurve, Compound and Barebow (recurve) shall be entered by each RGB, with nominations submitted to Archery Australia who will provide an online entry form for RGBs to enter their RGB Team details - which must be completed by 8pm local time no later than 30 days prior to the start of the event.

Changes to RGB teams can be made up until midnight 5 days prior to the start of the event by sending an email to [info@archery.org.au](mailto:info@archery.org.au).

Team results being the total of the best three (3) scores shot in each division for the event.

Archery Australia will provide all medals to the RGBs who will be responsible for their distribution.

### **RGB Senior Team requirements:**

- There will be up to four (4) members in a team
- Teams to be mixed gender as per the above ratios
- The team name shall be the RGB name
- Team members must be from the same RGB
- An RGB cannot enter more than one team in each equipment category
- Team members can be from any age division
- The team is not required to shoot at the same venue
- Team winners will be decided on the aggregate of the 3 team members' scores over the 2 rounds (120 arrows/archer)
- Archery Australia Championship gold medals for any given category will only be awarded if there are at least 3 teams entered in that category.

## **RGB Youth Team Championships –**

Each RGB can enter one Youth Recurve Team and one Youth Compound Team.

- Teams will be of mixed gender:
  - A team of four must include no more than 75% of one gender
  - A team of three must include no more than 66% of one gender
  - A team of two must include no more than 50% of one gender

Only one team in each Division of Recurve and Compound shall be entered by each RGB, with nominations submitted to Archery Australia who will provide an online entry form for RGBs to enter their RGB Team details - which must be completed by 8pm local time no later than 30 days prior to the start of the event.

Note:

- Barebow recurve and long bow archers can be selected in the youth recurve team.
- Barebow compound archers can be selected in the youth compound team.

Changes to RGB teams can be made up until midnight 5 days prior to the start of the event by sending an email to [info@archery.org.au](mailto:info@archery.org.au) .

Team results being the total of the best three (3) scores shot in each division for the event.

Archery Australia will provide all medals to the RGBs who will be responsible for their distribution.

### **RGB Youth Team requirements:**

- There will be up to four (4) members in a team. For clarity a team can be entered with fewer than four (4) members.
- The best 3 scores from within the team will be added to make up the "Team Score"
- The combination in the team can include only 1 x U14, 1 x U16, 1 x U18 and 1 x U21.

Note: to assist smaller RGB's, archers can be selected and shoot up an age division. This can only occur when an RGB does not have an available participant from the ages listed above. For clarity, an U14 archer can't be selected to compete as an U16 archer if there is an U16 archer available for selection.

- If an archer is selected in a State's (Senior) Team, they cannot participate in the Youth
- Teams MUST be mixed gender as set out above
- The team's name shall be the RGB name
- Team members must be from same RGB
- An RGB cannot enter more than one team in each equipment category
- The team is not required to shoot at the same venue
- Archery Australia Championship gold medals for any given category will only be awarded if there are at least 3 teams entered in that category.



## Open Team Championships -

The Open Team Championships will be contested in the following categories

- Youth: Recurve and Compound
- Open: Recurve, Compound and Barebow (Barebow recurve, Barebow compound and longbow)
- 50+/60+/70+: Recurve, Compound and Barebow (Barebow recurve, Barebow compound and longbow)

Team members may be both Archery Australia and non-Archery Australia members.

There is no limit to the number of teams that can be entered in each open category.

Team entries must be submitted in writing to Archery Australia no later than by 8pm local time 30 days prior to the event.

A person can only enter once into a team for each category but can be in an Open Team if registered to shoot in the RGB Team for the same category, as these are considered to be two separate competitions.

Archery Australia will be providing an online entry form for Open Teams to enter their team details.

Changes to Open Teams can be made up until midnight 7 days prior to the event by sending an email to [info@archery.org.au](mailto:info@archery.org.au).

Archery Australia Championships medals will be awarded in each category. For non-Archery Australia Teams, an Archery Australia Visitors medal will be awarded.

Each team must provide an address where medals can be sent following the championships.

### Team requirements:

- There will be three (3) members in a team
- Teams can be mixed gender
- A team name must be submitted at the time of entry
- Team members can be from the same or different RGBs, associations or countries.
- A person can only enter once into a team for each category
- An athlete may not compete in more than one (1) team unless entered more than once in the Championships event and in different categories. (e.g. an eligible archer may choose to shoot both as an Open and as an U21, so must shoot 240 arrows over the weekend and pay two entry fees).
- Note that the RGB team event is a separate event to the Open Team Event as stated above.
- All members of a team will shoot the same bow type – either Recurve or Compound or Barebow (may be a combination of Barebow Recurve, Barebow Compound or Longbow)

- Team members must be shooting in the age division compatible with their team entry
  - Youth - all team members to be U21 or younger and in category entered in event
  - Open – archers from any of the 7 age divisions may be in this team
  - 50+/60+/70+ - all team members to be 50+, 60+ or 70+ in age and in category entered in event.
- Team winners will be decided on the aggregate of the 3 team members' scores over the 2 rounds (120 arrows/archer)
- Archery Australia Championship or Visitors gold medals for any given category will only be awarded if there are at least 3 teams entered in that category.

**NOTE – As both team events are online events, any changes to team members can be made up until 7 days before the commencement of the event and advice to [info@archery.org.au](mailto:info@archery.org.au) . However, the Team Name MUST be registered before the “Hard Lock” for the event.**

**Any changes made after the above time will not be accepted and only those names listed by the above time will be accepted.**

### **Individual Event**

For the individual event Archery Australia Indoor Championship Medals will be awarded.

For non-Archery Australia members, an Archery Australia Visitors medal will be awarded.

### **Scorecards**

Only the official scorecards can be used and these will be provided by each Organising Committee and available on the Archery Australia pages or, for the WA Indoor scorecard and for the Australian Indoor Scorecard.

All scoring will be double scored with paper and online using Iscored.today.

**If non official scorecards are used the scores will be considered invalid and a score of zero noted on the results and no Records or Awards will be processed.**

## **MANAGING SCORECARDS**

1. Following the competition each local organiser will provide a facility where scorecards will be checked against the results listed in Archers Diary.
2. Each archer will be required to present their fully completed scorecard for checking.
3. The scorecard will be checked to ensure all required areas have been completed and the Total Score, 10's and 9's will be checked against the Total Score, 10's and 9's listed in Archers Diary for the WA round and X's, 10's for the AA round.
4. If the scorecard is found to be incomplete or the Total Score, X's, 10's and 9's does not match Archers Diary, the scorecard will be returned and the archer will be given the opportunity to correct the card.

What needs to be checked on the scorecard?

1. That the competitor's name, club, membership number, date and round have been completed.
2. All boxes requirements are completed and the Total Score, 10's and 9's match the results in Archers Diary.
3. The scorecard is signed by the competitor and a witness.

The adding up and accuracy of each score is not the responsibility of the Organising Committee.

### **CHECKING OF SCORECARDS FOR ACCURACY OF ADDING UP OF SCORES MUST NOT HOLD UP PROCESSING OF RESULTS.**

Organisers may check scorecards at a later time. If found to be incorrect Archery Australia results can be changed until 5pm three days after the event by sending an email to [info@archery.org.au](mailto:info@archery.org.au)

At this time the archers score may either adjusted or the score disqualified.

Remember, arrow values cannot be changed (once arrows have been removed from the target). If a discrepancy in arrow values is found the lower score will be the official score.

During the competition any changes to arrow values (Yellow area on scorecard) MUST be witnessed and changed by a Judge before the arrows are removed.

Additions can be changed.

**RESULTS:** Results must be publically available on Archers Diary for a minimum of 15 minutes to check for errors before any local awards can be presented.

National results will be provisional until 5pm 3 days following the completion of the event and will be considered official pending any Appeals or protests.

### **Archery Australia All Gold and Perfect Ten medals**

All competitors may purchase gold coloured All Gold and Perfect Ten medals in line with Archery Australia Rules.

Only Archery Australia or WA members can purchase WA awards.

Remember that if the event may also your RGB Championships, Silver All Gold and Perfect Tens may be purchased.

### **On the days of the event**

**Warm up butts** may be provided if room is available.

**Target allocation** should be done carefully to maximise the integrity of the event. The ideal is having archers from the same division and category shooting in the same flight, but the

priority should be ensuring that archers from more than one club are involved in the scoring on any target if possible.

**Before the start of practice for each first round/flight** the Director of Shooting or Venue Organiser will remind archers that:

- In line with current World Archery practices there will be 3 ends of practice then straight into scoring. Any number of arrows may be shot each practice end within the permitted time limit.
- There may be a short break after each 30 scored arrows (to enable scores to be entered).
- There will be no additional practice between the two 30 arrows rounds for the Australian Indoor round, only the initial practice at the start of the round.
- For the Australian Indoor round, scores are to be out of 30 arrows, not cumulative over 60 arrows.
- All scorecards **MUST** be completed properly or they may be discarded.
- Scoring is to be double scoring in line with WA Shooting Rules with one paper and one electronic scoring device.
- Anyone wishing to purchase All Gold, Perfect and WA awards needs to complete the Claim Form at the Registration Desk.

**Practice:** Shall be carried out as above.

## **Ties**

Ties will be resolved according to World Archery rules, for the WA Indoor Round and according to AA Indoor Rules for the Australian Indoor Rounds. In the unlikely event of a tie for the total event the total number of tens across the two rounds will be used, followed by the number of Xs from the Australian Indoor round.

The Organising Committee may wish to copy the scorecards and retain for their records for 12 months.

## **Archery Australia Championship Medals**

Championship medals will be awarded to comply with Archery Australia rule 7.14.7:

If two or more archers cannot be separated following a count back on 10s and Xs they will be declared tied and if requirements above are met shall be awarded a medal each. If 2 gold medals are awarded there shall be no silver, just a bronze etc.

The Championship medals for archers will be sent to the secretary, or other nominated address, of each RGB by the Archery Australia Office within 21 days of the official final results being posted but such results will be provisional pending receipt of a scanned copy of all scorecards. Scanned copies are only required and LOC should retain the original scoresheets for at least 12 months.

Medals will be marked with the place and category. These are all cross-checked before being posted out and RGBs should check that all is accurate before sending on to the recipients. Please notify the Archery Australia Office immediately if you suspect an error has been made.

The distribution of RGB Team medals will follow the same process as above.

The distribution of Open Teams medals will follow the same process as above.

### **World Archery Records**

Archery Australia Tournament and Records Committee will automatically claim World Archery Records on behalf of Archery Australia members.

**RGB Recorders must notify the Archery Australia Tournament and Records Committee promptly if they think a World Record claim is required.**

### **Archery Australia Championship and Tournament Records**

Archery Australia Tournament and Records Committee will automatically claim all National and Australian records on behalf of the Archery Australia members. Once the records are published the archers may ask the Archery Australia Tournament and Records Committee to check if they think an error or omission has occurred.

Record Certificates will be sent to RGB Recorders.

**RGB and Club records** are the responsibility of the RGB or Club.

### **World Archery Target Awards**

Request to claim these awards **MUST** be indicated on the scorecard/s in the area provided. Awards will then be automatically claimed by the RGB.

The RGB Recorder shall order awards from the Tournament and Records Committee. The RGB will be responsible for distribution of medals.

- Recurve, Compound and Barebow Recurve are eligible for these awards as they are recognised by World Archery.
- Longbow and can claim awards as they fit into the Recurve division though score requirements do not vary.
- Barebow Compounders need to enter as a sighted compound (shooting inner ten) if they want to be eligible for WA Target awards, as this category is not recognised by World Archery.
- Crossbows are not eligible for any WA awards.

It is up to other countries to claim relevant awards for their archers competing in the event.

## PLEASE NOTE:

There could possibly be minor variations to some of the details in this document.

Any changes will be distributed to ALL Venue Organisers via email.

## Contacts

If you have any queries, please contact Archery Australia Office: [info@archery.org.au](mailto:info@archery.org.au)  
02 9772 2995

## Appendix 1

### Eligible Divisions and Classes

Depending on entries AA may combine MW1 and FW1 See WA rules 21.4.5.

Female Compound	Female Recurve	Female Para Recurve Open	Female Longbow
Male Compound	Male Recurve	Male Para Recurve Open	Male Longbow
Female 50+ Compound	Female 50+ Recurve	Female Para W1	Female 50+ Longbow
Male 50+ Compound	Male 50+ Recurve	Male Para W1	Male 50+ Longbow
Female 60+ Compound	Female 60+ Recurve	Female Para Compound Open	Female 60+ Longbow
Male 60+ Compound	Male 60+ Recurve	Male Para Compound Open	Male 60+ Longbow
Female 70+ Compound	Female 70+ Recurve	Female VI 1	Female 70+ Longbow
Male 70+ Compound	Male 70+ Recurve	Male VI 1	Male 70+ Longbow
Female U21 Compound	Female U21 Recurve	Female VI 2/3	Female U21 Longbow
Male U21 Compound	Male U21 Recurve	Male VI 2/3	Male U21 Longbow
Female U18 Compound	Female U18 Recurve		Female U18 Longbow
Male U18 Compound	Male U18 Recurve		Male U18 Longbow
Female U16 Compound	Female U16 Recurve		Female U16 Longbow
Male U16 Compound	Male U16 Recurve		Male U16 Longbow
Female U14 Compound	Female U14 Recurve		Female U14 Longbow
Male U14 Compound	Male U14 Recurve		Male U14 Longbow
Female BB BB Compound	Female BB Recurve	Female Crossbow	
Male BB BB Compound	Male BB Recurve	Male Crossbow	
Female 50+ BB BB Compound	Female 50+ BB Recurve	Female 50+ Crossbow	
Male 50+ BB BB Compound	Male 50+ BB Recurve	Male 50+ Crossbow	
Female 60+ BB BB Compound	Female 60+ BB Recurve	Female 60+ Crossbow	
Male 60+ BB BB Compound	Male 60+ BB Recurve	Male 60+ Crossbow	
Female 70+ BB BB Compound	Female 70+ BB Recurve	Female 70+ Crossbow	
Male 70+ BB BB Compound	Male 70+ BB Recurve	Male 70+ Crossbow	
Female U21 BB BB Compound	Female U21 BB Recurve	Female U21 Crossbow	
Male U21 BB BB Compound	Male U21 BB Recurve	Male U21 Crossbow	
Female U18 BB BB Compound	Female U18 BB Recurve		
Male U18 BB Compound	Male U18 BB Recurve		
Female U16 BB Compound	Female U16 BB Recurve		
Male U16 BB Compound	Male U16 BB Recurve		
Female U14 BB Compound	Female U14 BB Recurve		
Male U14 BB Compound	Male U14 BB Recurve		

**Note:** VI archers both male and female will compete within the same relevant division.