



**Policy Name:** Archery Australia Tournament Management Guidelines

**Responsibility:** Archery Australia Inc Board

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# TOURNAMENT MANAGEMENT GUIDELINES

## Overview

This document details guidelines for the management of tournaments conducted within Australia.

Tournaments listed on the Archery Australia Calendar should be conducted according to these guidelines.

National Championships, Archery Australia sanctioned tournaments and tournaments listed on the Archery Australia Calendar must be conducted according to these guidelines.

Archers have the history of battling on in adverse weather conditions, as such organising committees are always reluctant to suspend, postpone, abandon, reschedule, or delay a tournament due to weather, emergencies or any incident or an act that makes the conduct of the tournament impractical, unsafe or may cause injury, or has the potential to cause death or damage to people or property.

Organising Committee should also be aware of their responsibilities under Work Cover legislation in their state.

An organising committee has a duty of care to ensure the safety and well being of all competitors, official, volunteers and spectators. This is particularly important during adverse weather conditions.

These guidelines provide recommendations that enable an RGB, Club or Organising Committee to either develop their own policy or refer to these guidelines when making a decision in suspending, postponing, abandoning, rescheduling, or delaying a tournament.

## Entries

Organising Committees shall ensure entries are distributed to all invited participants no less than 30 days prior to the close of entries, for National Championships no less than 90 days.

Entry forms may be in a printed or electronic format and may be distributed by mail, email or listed on a website. Irrespective of how the forms are distributed, the form must be available in a format that can be easily printed, distributed and displayed on a Notice Board.

The Organising Committee should develop a Cancellation and Refund Policy in line with these guidelines.

## Late Entries

The Organising Committee has the right to not accept late entries or charge a fee for entries received after the due date of close of entries.

It is the responsibility of the individual or club entering a tournament to ensure their entry arrives on or prior the date for close of entries.

The late entry fee must be no greater than 50% of the total fee for entering the competition.

Additional conditions can also be imposed such a “Late entries will only be accepted, if room is available and at the discretion of the Organising Committee”.

### **Withdrawal and Cancellation Policy**

Organising Committee shall develop and advertise on the entry forms a Withdrawal and Cancellation Policy.

The following policy is recommended for all Archery Australia tournaments:

- Withdrawal or cancellation up to a date (closing date) determine by the Organising Committee shall be accepted with a refund of the entry fee minus 20% processing fee.
- In the case of a withdrawal or cancellation after the closing date the Organising Committee is not obliged to refund any Entry Fee unless the entrant can render written proof of their inability to attend such as medical certificate or police report. In such a case the Organising Committee shall determine the amount if any to be refunded.
- If the competitor fails to attend the competition without any prior notice they will forfeit all entry fees paid unless they can render written proof of their inability to attend such as medical certificate or police report. In this case the competitor will receive a refund less any Judges levy at the discretion of the Organising Committee.
- If the competitor fails to attend the competition and owes the Organising Committee any fees they have the right to pursue the competitor for the payment of the entry fees.

### **Results**

Prior to the presentation of any awards results must be displayed for a minimum of 15 minutes. This time is provided to allow archers and Team Officials to highlight errors and lodge protests with the Organising Committee and/or Jury of Appeal.

Presentations cannot go ahead until any appeal or protest is resolved.

### **Scorecards**

All scoring shall be double scoring unless electronic scoring is being used in conjunction with a single scorecard.

If electronic scoring is being used only a single written scorecard is required. At all times the written scorecards will be the official record of scores.

Within 7 days of the tournament, the event organisers shall send one of the scorecards or a photocopy to the relevant Officer (State or National) to enable award claims and records to be processed. For National Championships there are specific timeframes required for record claims.

### **Suspension**

The organising committee may decide to introduce a suspension to shooting; this may be caused by a passing storm (heavy rain, hail, lightening), strong winds, or extreme heat.

The organising committee may suspend shooting until the condition that has created the suspension has improved, shooting may commence where suspended (if time permits) or the organising committee may decide to re-organise the shooting program.

If the delay is any longer than four hours, shooting should be suspended for the day, refer to abandon for further details.

### **Postponement**

A postponement is where the Organising Committee decides to reschedule a tournament to another day due to adverse weather, or circumstances beyond the control of the Organising Committee.

A postponement must be announced before the commencement of shooting.

The Organising Committee must make every effort to notify all competitors of the postponement and the rescheduled date.

Competitors who have entered and are not able to attend the rescheduled date may request a refund of fees.

Additional entries may be received from archers now available for the rescheduled day.

### **Abandon**

The Organising Committee may decide to abandon a tournament (after it has started) due to weather conditions, an emergency, incident or act that in the opinion of the Organising Committee may cause injury, death or damage to people or property.

If greater than 50% of the arrows for the event have been shot at the time the event is abandoned the Organising Committee may present awards based on scores up to that time.

Alternatively the Organising Committee may decide to delay or reschedule the remainder of the tournament. If rescheduled the event must continue from where it was abandoned.

If less than 50% of the arrows have not been shot at the time the event was abandoned the Organising Committee may delay or reschedule the event to another day. If the event is rescheduled to another day the Organising Committee can decide to either continue the event from the point the event was abandoned or they may cancel all scores shot and completely restart the event on the rescheduled day.

If rescheduling the events incurs additional costs due for such items as venue or equipment rental, the Organising Committee cannot charge any additional fees to cover these unexpected costs.

If the tournament is programmed over 2 days or greater the Organising Committee has the right to reduce the program without the requirement of refunding any entry fees.

## **Delayed**

The start of an event may be delayed or the competition stopped if in the opinion of the Organising Committee or Director of Shooting it is impractical, unsafe or may cause injury, death or damage to people or property to continue.

Every effort should be made to ensure the event commences as soon as practical after the cause of the delay has passed or has been rectified.

If a delayed event has not commenced, or cannot be completed in a practical time frame for that day the arrows to be shot may be rescheduled to another day.

## **Weather**

Weather factors that may cause an event to be postponed or delayed are:

### **1) Rain -**

Archers are well known for their ability to “soldier on” in rain and wet conditions. Generally it is commonly accepted that rain should not cause a cancellation or postponement but the Organising Committee should consider the general safety of competitors, officials and spectators.

Consideration should be given to slip and trip hazards, damage to personal and tournament equipment. In cold and wet conditions consideration should also be given to hypothermia.

An event may be delayed, cancelled, suspended or postponed if –

- Heavy and persistent rain causes a delay or makes setting-up of the Field of Play to be impractical or causes undue damage to sport equipment.
- Heavy rain occurs prior to or during an event that makes (in the opinion of the Organising Committee) the continued conduct of the event unsafe or causes undue damage to sport equipment.
- Flooding introduces safety concerns, makes travel to or around the venue difficult, if electricity is being used this creates an additional hazard.

### **2) Lightning -** An event must be delayed, suspended or postponed if -

Lightning poses a major risk, in the first sign of lightning even in the distance all shooting should immediately cease and the Field of Play should be evacuated until the threat has passed.

### **3) Heat -** An event may be delayed, suspended or delayed, postponed or abandoned in extreme heat conditions, it is strongly recommended that WBGT Heat Stress level is checked about every 15 minutes.

Ideally tournament organisers should be using a Heat Stress Testing device and should cancel or postpone the event when the WBGT Heat Stress level reaches the prescribed danger level, refer Archery Australia Heat Stress Guidelines.

Archery being an “outdoor” sport the risk of heat exposure is every present. Archers are responsible for their own safety and should take appropriate precautions such as wearing appropriate clothing, hats and long sleeve shirts, use sunscreen and drink water on a regular basis.

Tournament organisers should where practical provided shade behind the “Waiting Line” at tournaments and provide an access to water. For club activities, clubs should consider setting up a shade shelter along the Shooting Line.

During tournaments archers spend the majority of the time on the field of play moving too and from the targets and scoring, extra care should be considered in particular the use of personal umbrellas.

Organisers of tournaments should; also consider the tournament program and an earlier starting time of events to avoid the “heat of the day” or program the tournament outside of times of the year subject to extreme weather conditions.

**4) Wind** - An event may be cancelled, delayed, postponed or abandoned if -

a. Winds gust are of a level that

- a) Sports equipment blows over (target butts, tents, umbrellas, and telescopes)
- b) Objects become air borne
- c) Presents a hazard by blowing arrows off rests, blowing over telescopes, or in the opinion of the Director of Shooting and the Organising Committee continued shooting will introduce safety hazards.
- d) Or wind gusts are greater than 60km per hour the tournament **MUST** be postponed or delayed until such a time as the wind abates or gusts drop below this speed and are considered to be at a safe level following an assessment at the grounds.

Refer to you local Work Cover Authority for recommended wind gust guidelines.

**5) Hail** - An event may be delayed or postponed if –

Although not common, hailstorms do present a potential risk for serious injury.

In many cases hailstorms arrive without warning, although accompanied by dark storm clouds and strong winds

Archer, officials and spectators should be immediately evacuated to a sheltered area until the storm has passed

**6) Failing Light** – A tournament may be cancelled, delayed, postponed or abandoned if –

Due to failing or reduced light levels, the safety of the competitors, officials, venue staff and or the public cannot be maintained.

### **Authority**

Prior to the commencement of an event the Organising Committee, DOS, Judges and Technical Delegates (if appointed) have the authority to make any decisions relating to abandonment, postponements or delays.

Once an event has commenced the Director of Shooting, in consultation with the Organising Committee, Judges and Technical Delegates (if appointed), has the authority to make any decisions relating to postponements, delays or abandoning the event.

It is the responsibility of the organising committee to examine weather forecasts prior to commencement of a tournament and attempt to determine any possible adverse weather conditions that may cause a delay or the need to postpone or abandon the event.

### **Risk Analysis**

It is expected the Organising Committee would have undertake a Risk Analysis prior to the start of the tournament and introduced any necessary measures to ensure the safety and well being of all competitors, officials, staff, volunteers and the public.

### **Evacuation and Emergency Plan**

The Organising Committee should develop and make available an Evacuation and Emergency Plan.

### **Correct Language**

Organising Committee should ensure the correct and consistent language is used at all times in particular on entry forms.

<b><i>NATIONAL ARCHERY CHAMPIONSHIPS</i></b>	The Archery Australia National Championships conducted annually catering for all divisions (except Crossbow) and Open, Master, Veteran and Veteran Plus Class. Always referred to as the National Championships or Nationals and abbreviated to NAC.
<b><i>NATIONAL YOUTH ARCHERY CHAMPIONSHIPS</i></b>	The Archery Australia Youth National Championships conducted annually catering for all divisions (except Crossbow) and 20 and Under, Cadet, Intermediate and Cub Class. Always referred to as the National Youth Championships or Youth Nationals and abbreviated to NYAC.
<b><i>NATIONAL INDOOR ARCHERY CHAMPIONSHIPS</i></b>	The Archery Australia National Indoor Championships conducted annually catering for all divisions and all classes. Always referred to as the Indoor Nationals or National Indoor and abbreviated to NIAC.
<b><i>NATIONAL CROSSBOW CHAMPIONSHIPS</i></b>	The Archery Australia National Crossbow Championships conducted annually catering for all crossbow divisions and classes. Always referred to as the Crossbow Nationals and abbreviated to NXBC
<b><i>CLASS</i></b>	The term used to describe an athlete's age group, i.e.: Open, Master, Veteran, Veteran Plus or a Youth Age Groups.

<b>OPEN CLASS</b>	Any athlete may participate in the Open Class in tournaments, however athletes between the age of 21 years and 49 years can only participate in this Class.
<b>MASTER CLASS</b>	An athlete permitted to participate in a Master Division in tournaments when the competition takes place in the year of his or her 50th birthday and thereafter. A Master division athlete may choose instead to compete in the Open division.
<b>VETERAN CLASS</b>	An athlete is permitted to participate in a Veteran Class tournament when the competition takes place in the year of his or her 60th birthday and thereafter. A Veteran Class athlete may choose instead to compete in the Master or Open divisions.
<b>VETERAN PLUS CLASS</b>	An athlete is permitted to participate in a Veteran Class tournament when the competition takes place in the year of his or her 70th birthday and thereafter. A Veteran Class athlete may choose instead to compete in the Master or Open divisions.
<b>20 and UNDER CLASS</b>	Age class for Youth Athletes from the 1st January the year after their 17th birthday to 31st December the year of their 20th birthday. <i>20 and Under Class</i> athletes may also participate in the Open division.
<b>CADET CLASS</b>	Age class for Youth Athletes from the 1st January the year after their 15th birthday to 31st December the year of their 17th birthday. Cadet Class may participate in the Cadet, 20 and Under or Open division.
<b>INTERMEDIATE CLASS</b>	Age Class for Youth Athletes from the 1st January in the year after their 13th birthday to 31st December the year of their 15th birthday. Intermediate Class may participate in the Intermediate, Cadet, 20 and Under or Open division.
<b>CUB CLASS</b>	Age Class for Youth Athletes up to the 31st December in the year of their 13th birthday. Cub Class may participate in the Cub, Intermediate, Cadet, 20 and Under or Open division.
<b>YOUTH</b>	<p>The generic term used to describe athletes in the Youth Age Class; i.e. 20 and Under, Cadet, Intermediate and Cub. The term Junior is never used.</p> <p><b>Cub Class</b> up to 31st December in the year of their 13th birthday. Cub Class may participate in the Cub, Intermediate, Cadet, 20 and Under or Open division.</p> <p><b>Intermediate Class</b> from the 1st January the year after their 13th birthday to 31st December the year of their 15th birthday. Intermediate Class may participate in the Intermediate, Cadet, 20 and Under or Open division.</p> <p><b>Cadet Class</b> from the 1st January the year after their 15th birthday to 31st December the year of their 17th birthday. Cadet Class may participate in the Cadet, 20 and Under or Open division.</p> <p><b>20 and Under Class</b> from the 1st January the year after their 17th birthday to 31st December the year of their 20th birthday. 20 and Under Class may participate in the Open division.</p>
<b>JUNIOR</b>	Term used by World Archery (FITA) to designate the Youth age division 18 years to 20 years of age. In Australia we only use the term <i>20 and Under</i> which better identifies the Class and remove confusion as some refer to everyone who are under a particular age as a Junior.
<b>MINOR</b>	A Youth Athlete who has not achieved their 18th birthday.
<b>SENIOR</b>	An athlete aged 18 years and over and may include Classes Open, Master, Veteran or 20 and Under.
<b>GENDER</b>	In all divisions except for Intermediate and Cub, gender is referred to as Men and Women. For Intermediate and Cub divisions gender is referred to as Boy and Girl.

<b>AFFILIATE</b>	Every registered financial member of a club affiliated with an RGB and Archery Australia.
<b>BRACKET</b>	The term used to describe part of a distance shot or number of ends.
<b>DIVISION</b>	The term used on entry forms to describe the type of equipment that is used; i.e. Recurve, Compound, Longbow, Barebow Recurve, Barebow Compound.
<b>CATEGORY</b>	The combination of a Division and a Class.
<b>DISCIPLINE</b>	The term used describe the various types of archery competition, i.e. Outdoor Target Archery, Field Archery, etc
<b>END</b>	A set number of arrows shot prior to scoring: can be either 6 arrows or 3 arrows depending upon the event being shot.
<b>EVENT</b>	An organised competition.
<b>TOURNAMENT</b>	<p>A tournament is a competition registered with Archery Australia open to current financial (members) of Archery Australia.</p> <p>Tournaments are generally not limited by Division, Class, Gender or Category. Although some specific tournaments such as Matchplay or Traditional may be limited by Performance, Division, Class or Category.</p> <p>Results may be determined by either Score or Handicap Rating or both.</p> <p>A tournament <b>MUST</b> –</p> <ul style="list-style-type: none"> <li>• Be listed on the tournament on the Archery Australia Calendar;</li> <li>• Must ensure entries use the correct language and terminology to avoid confusion;</li> <li>• Must use Archery Australia approved scorecards;</li> <li>• Must publish a complete list of results;</li> <li>• Must be conducted inline with Archery Australia Tournament Management Guidelines;</li> <li>• From 1<sup>st</sup> January 2015 must use the Archers Diary Scoring and Results system;</li> </ul>
<b>ROUND</b>	The term used in archery to designate the number of arrows to be shot at specific distances at specific sized target faces.
<b>SHOOT</b>	A low level casual competition usually at club level, without the use of Judges or other local officials.
<b>ALL GOLD</b>	Six arrows shot in the 10-scoring zone during an end. An award can be claimed from Archery Australia in recognition of an “All Gold” end.
<b>FACE</b>	The printed coloured paper or cloth target attached to the butt for scoring also referred to as a Target Face.
<b>FIELD OF PLAY</b>	The designated shooting area.
<b>NATIONAL RECORD</b>	A record shot in a National Championships or Australia Open
<b>PERFECT</b>	Shooting 6 arrows in the Gold 10 scoring zone during an end. An award can be claimed from Archery Australia in recognition of a “Perfect End”.
<b>RECORD</b>	<p>A record is achieved when athletes shoots a score one point or greater than an existing score. There are three different types of records obtainable in Australia.</p> <p>National Record – A record shot at the National Championships.</p> <p>Tournament Record – A Record shot in a registered tournament.</p> <p>World Record – A record shot in a World Archery registered event.</p> <p>Clubs and RGBs may keep their own records</p>
<b>RECOGNISED GOVERNING</b>	The Recognised Governing Bodies (RGB) of the sport in Australia i.e., Archery

<b>BODY OR RGB</b>	NSW, Archery ACT, Archery Victoria, Archery Society of Tasmania, Archery SA, Archery WA, North Queensland Archery Association and South Queensland Archery Association.
<b>TARGET FACE</b>	The coloured paper or cloth placed on a target butt and used for scoring.
<b>THREE METRE LINE</b>	Positioned 3 metres in front of the Shooting Line. When an arrow is accidentally released or dropped and lands within the area delineated by the 3-metre line, the arrow is deemed not to have been shot.
<b>TOURNAMENT RECORD</b>	A record shot in a tournament conducted by Archery Australia, RGB or Club and listed on the Archery Australia Calendar. Can also include international tournaments registered with World Archery and conducted to World Archery Rules
<b>WAITING LINE</b>	A line parallel to and behind the Shooting Line where athletes wait before and after shooting marked out to designate each target lane and shooting position.
<b>WORLD ARCHERY</b>	The International Archery Federation – Fédération Internationale de Tir à L'Arc (FITA). Previously known as FITA but now know as World Archery Federation (WA).
<b>WORLD RECORD</b>	A record recognised by World Archery shot in a World Archery registered tournament.