

NOTES AND GUIDANCE FOR THE TOURNAMENT ORGANISER

INTRODUCTION

1. Thank you for agreeing to be the Tournament Organiser for the EMAS Senior and Junior Championships. We assume that you have run tournaments in the past so many things will be known to you. However, we have tried to include everything relevant for the less experienced Tournament Organiser. These notes are intended to explain the EMAS tournament system and the special requirements of Record Status tournaments. You have some latitude as to exactly how you run your shoot but if you are not sure of anything, please contact the Tournament Advisor (TA) or an appropriate EMAS committee member. Good luck.
2. The Rounds to be shot are as follows:
 - a) York
 - b) Hereford
 - c) Long National
 - d) National
 - e) Bristol I (BU 18)
 - f) Bristol II (BU 16; GU18)
 - g) Bristol III (BU 14; GU 16)
 - h) Bristol IV (BU 12; GU14)
 - i) Bristol V (G U12)

Note 2010 distance changes for Bristol V
6 doz' 30yds; 4@20yds; 2@10yds

3. Drug Testing procedures. Whilst we must be ready to implement the procedures, don't lose a lot of sleep over them. Independent Sampling Officers who will contact you before the event will do any tests. You may like to have someone in mind to do the local liaison if your event is selected.

THE STORY SO FAR

4. The following things should have been done by the time you get this folder;
 - a) The date and venue have been agreed by EMAS.
 - b) The T.A. on your behalf has applied for Record and Rose Award Status and the Record Status Tournament Documentation (RSTD) is already in the folder. Please read the RSTD Booklet. It contains simple instructions to help you complete the paperwork correctly.
 - c) Advertisements have been placed in Archery U.K.
 - d) The EMAS Judge Liaison Officer has appointed Judges. Details are in the Folder.
5. A few days before the shoot you will receive from GNAS an up-to-date list of National records.

BEFORE THE TOURNAMENT

6. The EMAS Senior and Junior Championships is one of the most important events in the Region.
Don't forget:
 - a) The Senior Championships are shot over a York/Hereford round.
 - b) Other Senior archers may enter the Non Record Status rounds - Long National (men) and National (ladies).
 - c) The juniors shoot Bristol I, II, III, IV or V according to gender and age. A junior may shoot a round above his/her age if they wish and be eligible for the awards of the round shot.
7. When preparing the entry form, include the Venue Post Code to aid users of Sat. Nav. Systems. The exact design is up to you, but last year's is in this folder. Cheques should be made payable to EMAS. The Entry Fee should cover all your costs including medals, boss & stand hire, transport costs, supply of faces, printing etc. In addition to the usual items, the entry form must state the following;
 - a) Rose and Record Status.
 - b) Timing of Ends – what method? – Usually Method 1.
 - c) The caution about drugs testing, photography and parental consent for juniors.
 - d) Dress regulations in accordance with GNAS Rule 307 apply.
 - e) A loss and damage waiver.
 - f) Camping availability (if applicable).
8. **Entry forms should be sent to the T.A, and on approval to the 5 County Secretaries and Web Master for distribution. Also, send an entry form and map to each judge as a reminder and to ensure they know where the ground is situated. One week before the shoot, contact all the Judges to ensure their attendance and provide them with a contact mobile phone number.**
9. As you want the trophies back, send a letter with an entry form to each trophy holder, inviting him or her to the shoot again or to return the trophy **and obtain an acknowledgement**. A list of trophy holders, their names, addresses and signatures is in the folder.
10. The Awards Sheets, enclosed, will identify the classes for the awards. For the minority classes and ages, it is normal to award a winner's medal only if there are 1-3 competitors, two medals for 4-6 competitors and three medals for 7+ competitors. If there are special circumstances or unusual situations, you have the flexibility to act in the best interests of the sport.
11. You should contact the EMAS T.A. who will supply medals. Tell him/her what you need of each (1st – gold rim, 2nd – red rim, 3rd – blue and green - handicap). Make sure you get a few spares. You can return any unused ones after the shoot. The T.A. will ensure that you have the EMAS Tablecloth and if you request it, the EMAS flag. It is nice to fly the flag if you can, or at least display it.

12. Sort out how the scoring is to be done, see GNAS Rules Appendix A. Prepare your score sheets, make sure that they are suitably laid out. If possible use a computerised system, it will greatly aid compiling the final results. Contact the TA for a disc if a required.
13. Read up on Rose Awards for Juniors. In simple terms, they can only claim Roses if they are shooting the round for their age or that for an older archer. Like adults, they can claim a “higher” Rose for the same round (assuming they are still in the same age bracket). In addition, a junior who already has a Rose can claim “lower” and “higher” Roses if they are shooting a “higher” round than before. However, check the official literature.
14. EMAS bosses are no longer available for the tournament. If necessary you can make arrangements to hire from clubs near you but EMAS require that the bosses used be of an excellent standard. However, please remember that longbow archers appreciate a softer boss than those expected by recurve or compound archers.
15. You should arrange shelter (e.g. gazebo), meals and refreshments for the Judges. You may wish to sell refreshments in aid of your Club/County funds. You can run a raffle if you wish, again in aid of Club/County funds.

ON THE DAY

16. Get your helpers organised allocating jobs in advance **including a responsible person at registration to inspect all GNAS cards to ensure archers are eligible to compete for Regional Awards. At assembly request that all photographers record their names and addresses.** Make sure the forms and a pen are available and keep this record for reference. Note that a leader board is not mandatory but is desirable if you have the equipment, organisation and people to do it.
17. In addition to the normal tournament arrangements, don't forget that the judges will be present one hour before assembly. Show the Senior Judge the RSTD booklet and provide each judge with an up to date Target List. Ensure that all judges' sign and initial page 7 of the RSTD booklet. Get the judges to complete an expense form if necessary and pay them if you have the cash. Otherwise, pass the claim to the EMAS Treasurer for payment.
18. At Assembly, remind archers of the Odds & Evens rule when adding up their scores.
19. Collect and (if necessary) clean the trophies. Prepare the presentation table.
20. Don't forget the refreshments for the judges during the day.

AT THE END OF THE SHOOT

21. **Ensure the Judge in Charge reminds all Competitors that it is the archer's responsibility to ensure an Even number of Hits means an Even Score and an Odd number of Hits means an Odd Score. Appoint a responsible person to oversee archers claiming Records/Awards. Make sure that an announcement is made regarding the location for this.**
22. Collect all score sheets ensuring that they are signed appropriately.
After the sorting out of the results, it is normal to post (display) the award winning scores (not the names) in a prominent place for objections. Arrange for the Senior Judge to complete Page 6 of the RSTD booklet (Judges Report).

23. Completion of Claim Forms.

- a) It is the responsibility of the T.O. to make the forms on pages 10/16 available to the Archers and to check them for validity.
- b) It is the responsibility of the Archer to complete pages 10/16 (Record/Award Claim Form) of the GNAS RSTD booklet.
- c) When the T.O. (you) signs the T.O.'s Report on page 5, you are stating that the score sheets for archers claiming records or awards have been checked for accuracy.
- d) Wherever possible the TO should email a (word, excel or pdf) copy of the results to karen.hogkiss@archerygb.org

24. Conduct the Awards Ceremony. As there are a large number of awards try to familiarise yourself with them beforehand and ensure you have assistance with the presentation.

25. It is normal practice to make gifts to the Lady Paramount (or Gentleman Patron) and the Judges.

26. Ensure that all Trophy winners sign and enter their names, addresses and telephone numbers on the Trophy Holders Signature Sheet provided in the Folder. If someone takes a trophy to pass on, note the details on the Trophy Holders Signature Sheet. If any trophy is **NOT** awarded then:

- a) Make a note to that effect on the Trophy Holders Signature Sheet.
- b) Arrange for the trophy to be returned to the T.A.

27. Complete the Tournament Organiser's Report.

28. Ensure you have obtained the COMPLETED Judges Report (page 6) from the Senior Judge.

AFTER THE SHOOT

29. Compile the Results Sheet, using a front cover in the EMAS standard design please (copy in Folder and on Disc). Make sure that all the information requested on the front cover is given. Full details of the essential elements are contained in Shooting Administrative Procedure 3
Other points are as follows:

30. Separate lists for each round and for each bow style.

31. Show each archer's distance scores, then the total hits, score and golds. (Golds are 9's.)

32. Where archers have retired, show score at that point and how many arrows were shot (e.g. Rtd. at 5½ doz)

33. Give place numbers to all shooting archers.

34. Distribute the results to the EMAS Records Officer and Web Master (shown on the list in the folder) and to archers who have provided an S.A.E.
35. Complete the pro forma Income and Expenditure Form in the Folder, indicating monies owed to you by EMAS. Within 2 weeks of the tournament send this with outstanding Entry Fees and Judges original expense claims forms to the EMAS Treasurer, retaining 1 copy to be placed in the Folder.
36. To maintain EMAS Records please check the Folder and ensure it contains the following in the appropriate plastic sleeves:
 - a. 1 Entry Form.
 - b. 1 set of Results.
 - c. 1 **copy** of the Judges Report.
 - d. 1 **copy** of the Tournament Organisers Report.
 - e. 1 **copy** of the Judges Expenses Claim Forms.
 - f. Trophy Winners Signature and Address Sheets (**Original**).
 - g. 1 **copy** of the Completed Income and Expenditure Form.
 - h. Your Comments and observations.

37. The completed GNAS RSTD booklet must be returned to the GNAS Office within 14 days of the tournament and be accompanied by:

- a) 1 - **copy** of the Entry Form.
- b) 2 - **copies** of the Results.
- c) The **original** score sheets of any archer claiming a Record, Rose or 6 Gold End.
- d) Wherever possible the TO should email a (word, excel or pdf) copy of the results to karen.hogkiss@archerygb.org

GNAS recommends the following:

Please ensure that the correct amount of postage is paid on the envelope containing the tournament documentation when being returned to the GNAS office, as it is policy not to accept underpaid postage. It also happens from time to time that letters go astray somewhere within the postal system. **With this in mind we strongly advise you to take extra photocopies of all paperwork, including score sheets with awards/claims for your retention.**

CONCLUSION

If you have doubts about anything, please ask. Finally, if you have any observations to make regarding the make up of the folder or comments arising regarding the tournament, don't hesitate to include these on the Comments and Observations Sheet at the beginning of the Folder.

PLEASE RETURN THE COMPLETED FOLDER TO THE TOURNAMENT ADVISER - WITHIN TWO WEEKS OF THE TOURNAMENT.

IMPOSSIBLE SCORES

There has been a request for advice about impossible scores. You will be aware of the odds and evens rule and you will know that it applies to this shoot. You must do your best to avoid impossible scores and you must not include them on the Results Sheet. As this is a Record Status shoot, we may lose the Record Status next year. So how do you avoid them?

- (a) Among the ancillary information on the entry form state, “Five-zone scoring will be used at this shoot and so the “odds and evens” rule applies. Impossible scores will not be accepted.”**
- (b) Announce at Assembly that as you are using 5 zone scoring, the odds and evens rule applies. Request that scorers ensure their score sheets are accurate.**
- (c) Announcements are usually made after the last arrows have been shot. At this time, remind scorers of the need for accuracy and state that impossible scores will not be accepted.**
- (d) Arrange for a trained person to collect the score sheets, and pass back to the archer any score sheet that has an impossible total. Request the archer and the scorer to review the score sheet and to correct the adding up.**

This does seem tedious but it may be the only way to avoid the problem.