

Coordinated by



**Archery Australia
2012 Indoor
Archery Championships**

21 - 22 July 2012

Version 2 Update 10th May 2012

Organisers' Manual

Archery Australia 2012 Indoor Archery Championships Manual

IMPORTANT THINGS TO NOTE

GENERAL

- Entry fee AUS \$15 for each entry with a \$5.00 discount to Archery Australia members.
- There is to be online access at the venue to allow for competitors and spectators to follow what is happening elsewhere, and to enable prompt data entry
- Scores may only be submitted on the official event scorecard which will be provided by the Organising Committee
- If there are 2 or less archers shooting on a target a judge must oversee the scoring process.
- Information on the event can be found at www.archery.org.au

DATES

- **May 15 2012** – Notify indoor@archery.org.au of venue/s organiser contact details to go onto the website.
- **May 31 2012** – Notify indoor@archery.org.au and info@archery.org.au of venue details for uploading to website (and with World Archery)
- **May 31 2012** – Send electronic copy of entry form to indoor@archery.org.au to be placed on website, or provide a link to your own website with entry form can be found.
- **May 31 2012** – All inter venues should have registered their events with World Archery by now as this must be done at least a month before the event
- **June 15 2012** approximately – Organisers will be provide access for online competitor entry
- **July 16 2012** – Entries close for individual and Regional team events. Open teams may be entered early on the first day of competition
- **July 21-22 2012** – Conduct event and enter results using the same log on from multiple computers, enabling fast and efficient access to scores for everyone
- **July 25 2012** – Collate scorecards as requested and post one copy of each by Express Post to the Tournament and Records Committee at the address given
- **July 25 2012** – Archery Australia to issue invoice for entries based upon entry numbers listed in the online database at the start of competition.
- **25 August 2012**- PAY INVOICE sent to RGBs

Date and World Archery Registration

Date: The 2012 Indoor Archery Championships will be run over the weekend of 21-22 July 2012.

Rounds shot: All competitors, including arbalists, will shoot one FITA Indoor 18m round (60 arrows) and a Double Australian Indoor Round 18m (Vegas style) (2 x 30 arrow rounds), with the total score being out of 1200 for each competitor.

World Archery Registration: Archery Australia will arrange and cover the cost of registering the Australian events with World Archery as FITA Award events, but RGBs MUST confirm their event venue(s) with the Archery Australia Office at info@archery.org.au by 31 May 2012.

Entry Fee: The entry fee shall be AUS \$15 for each entry with a \$5.00 discount to Archery Australia members. Alliance members and visitors are welcome to compete.

Archery Australia will submit an invoice on the 25 July 2012 based on entry numbers listed in the online database at the start of competition. This invoice MUST be paid by 25 August 2012.

If event scheduling allows at each venue competitors may enter into more than one event I.E. Men Compound and Master men Compound or Men Recurve and Men Longbow but individual entry fee must be paid for each entry.

Communication

Each RGB will inform the Organising Committee at indoor@bigpond.com by May 15 2012 of the contact details of the person/s who will be responsible for organising their Indoor Tournament (the 'Venue Organiser').

This person will then be responsible for ongoing dissemination of information to officials and clubs within their area, and all communication with the Organising Committee

Venue Organiser details required by May 15 2012 are:

- Name
- Email address (and permission to place this on the website)
- Phone number
- Mobile number
- Fax number if available
- Postal address

Venue requirements

In general: As long as World Archery rules are followed along with any extra criteria set by the Organising Committee each venue is encouraged to arrange for the optimum conditions for their archers.

Event schedule: The preference is for the event to be conducted over 2 days with 60 arrows being shot each day by each archer with the FITA Indoor Round shot first, with archers shooting in flights as necessary.

If the venue entry numbers are low or there are limitations with hiring the venue, permission may be sought for the Organising Committee to run both rounds on the one day.

Number of venues: To ensure maximum participation there can be multiple venues in each Region, these venues must be notified the Organising Committee by email to indoor@bigpond.com by May 31 2011 of venues to be used.

Details of the venue must also be forwarded to Archery Australia Office at info@archery.org.au to enable the event to be registered with World Archery.

Judges: For each venue, the RGB shall appoint the appropriate and number of Judges for the competitor numbers in compliance with World Archery rules.

Target Faces: A venue may choose to use 40cm Indoor target face of any brand and style they wish so long as they are World Archery approved and comply with World Archery rules.

Lighting: Lighting is always an important issue with indoor championships; it is the responsibility of the venue organisers 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: There must be an 'Administration table' at the venue next to the computers to allow for changing of entry information, handing of results scorecards, viewing results from other venues etc. Also have on hand:

- World Archery Rule Book – April 2012
- Information on FITA Target Awards

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

IT requirements

Online access: A requirement by the Organising Committee is that there will be online access available at all venues to enable the prompt input of scores, which is essential to enhance the atmosphere of the whole event. **More than one person can log on with the venue password at once to do data entry**, so having as many computers as possible with online access should be of importance, especially at larger venues, as it will assist in speedy data entry.

Computers and data projector: Online computers should be available at the venue. Two computers should be the minimum, with one used solely for data entry, and the other to display the website onto a wall or screen to enable easy viewing by competitors and spectators of live updates of scores being entered.

Web cams and Digital photos: Web cams would be an added bonus if you have the know-how and facilities enabling them to be set up. Venues will be provided with a system to upload pictures to their section of the website.

Printer: A printer attached to one of the computers is essential for printing results and updates.

IT Backup plans: All organisers must have a backup plans in case of connectivity/PC problems, such as pre-printed sheets with names and competitor numbers so if all else fails the checked scores can be taken offsite to be entered online at a local internet café, library or nearby home after each round. Entering all of the data at the end of the weekend detracts from the event atmosphere and with modern technology and facilities, and some basic planning, should simply not happen.

Scores: For eastern and central states all scores entry must be finalised by 5pm (7pm WA) on AEST on Sunday 22 July 2012. Local organisers must ensure these scores are correct. Correction can be made up until midday Monday 23 July 2012. After this time the scores will be final and official.

If you are unable to input the scores by Sunday 5pm AEST please call the Organising Chairperson on 0408 722 609 urgently.

Media Coverage

Each RGB is asked to make contact with you local media.

Entry Details

Entry Form:

To enable consistent entry form design and information consider the following points:

Essential Competitor Details:

- Name
- Club
- RGB
- Gender
- Date of birth
- Target face required (triple or single)
- Date/s
- Venue address
- Event program
- Times/flights
- Category entering (gender/bow type/age group)
- Affiliation number or check that they are current financial members of the required organisation
- Entry Fee, the entry fee is the cost of the event plus the Archery Fee of \$15 (with a \$5 discount for Archery Australia members). This fee will be sent to Archery Australia and will cover medal cost, administration and event expenses.
- Anything else forgotten above!

Cost of the event should include venue hire, venue equipment, local awards, judges fees etc.

The individual entry form for each local event must be available by the 31 May 2012 with an electronic copy or link to a local website sent to info@archery.org.au and indoor@bigpond.com to enable a copy of, or link to, each entry form to be placed on the dedicated website.

Archery Australia Championship Entries

In addition Open Men and Women Assisted Crossbow categories are permitted for competitors meeting the criteria approved by the Crossbow Committee.

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

Initial Data Entry of Competitors

Online entry: About one month prior to the event the Venue Organiser will be given details of the website, a password, and online instructions to enable them to learn their way around the site and to familiarize the people who will be doing their data entry with the requirements.

All data entry is important, initially to get correct name spelling and correct category, and then to input the correct scores. Competitors will be allocated a competitor number when their details are entered online. This number needs to be transferred to scorecards to ensure efficient entry of scores into the database. Any certificates awarded are printed according to the spelling on the results lists so accuracy is essential.

The date of birth of all competitors will be required to prevent incorrect divisions being shot. No records or awards will be issued to any archer without a date of birth being supplied.

Affiliation: Each RGB is to ensure that all of their competitors are current financial members of Archery Australia or gain evidence of their membership to ABA or 3DAAA.

Teams Event

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

RGB Team Championships –

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

The composition of each team shall be up to four (4) athletes, who may be male or female from any age class.

Only one team in each Division of Recurve and Compound shall be entered by each RGB, with nominations in writing to the Organising Committee by 10pm AEST on the night before the Championships commence. Changes may be made up until 30 minutes before the first official practice commences at that venue.

Teams will compete with the results being the total of the best three (3) scores shot in each division for the event.

Team requirements:

- There will be four (4) members in a team
- Teams can be mixed gender
- The team name shall be the RGB name
- Team members must be from same RGB
- An RGB can not enter more than one team in each equipment category
- Team members can be from any age division
- 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.

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)
- Master: Recurve and Compound

There is no limit to the number of teams that can be entered in category. Team entries can be made up until the morning of competition, with the local Organising Committee.

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

The top Australian team in each category will be awarded Championship medals, even if they are not the overall winners.

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
- 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 a Junior, so will shoot 240 arrows over the weekend and pay two entry fees). Note that the RGB team event (**see below*) is considered to be a completely separate event.
- All members of a team will shoot the same bow type – either recurve or compound or for Barebow (either bare bow 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 20 and Under or younger and in category entered in event
 - Open – archers from any of the 7 age divisions may be in this team
 - Masters - all team members to be Masters or Veterans 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.

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

A template for the scorecards to be used will be available for download from the website; there will be room for your own logos and event details to be added.

This scorecard is the only one that may be used for the Indoor Championships

If other scorecards are used the scores will be considered invalid and a score of zero noted on the results.

The use of this scorecard is essential for the efficient management of records.

Organisers may discard incomplete scorecards or pairs of scorecards that do not match and enter a score of 0 on the results.

Sample Scorecard: A sample of a completed scorecard will be available on the website, and should be made available to competitors at the venue.

Data required from Scorecard: Scoring entry will be carried out after each 30 arrows, for the FITA Indoor round including the entry of 10s and 9s and for the Australian Indoor (Vegas style) round, Xs and 10s will be noted separately for each of the sets of 30 arrows

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 members can purchase FITA awards.

Some suggestions of how to arrange claiming these are:

- Venue organisers will be sent a Claim Form that will be used to order medals and awards shot during the championships. This form should be sent with the second copy of the scorecards to the RGB Recorder who will then check the scorecards for valid medal claims and order the number required from the AA Tournament and Records Committee.

Remember that if the event is 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 competition category on a target, but the priority should be ensuring that archers from more than one club are involved in the scoring on any target if at all possible.

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

- There will be 20 minutes of practice then straight into scoring, any number of arrows may be shot each end within the permitted time limit
- There may be a short brief break after the first 30 scored arrows
- Scoring process for each round
- Scores are to be out of 30 arrows, not cumulative over 60 arrows
- All scorecards will be completed properly or may be discarded
- Process for handling incomplete scorecards (e.g. no date of birth)
- Scoring is to be double scoring unless electronic scoring is used
- Anyone wishing to purchase All Gold, Perfect and FITA awards need to complete the Claim Form at the Registration Desk

Practice: Each venue will conduct 20 minutes practice before each round of 60 arrows, and then straight into scoring. A brief break will be permitted after 30 scored arrows, during which time officials will collect the half way scores for that round.

Results Data Entry

After 30 arrows: Provisional data should be entered after the first 30 arrows of each round as soon as possible.

After 60 arrows: The following must be checked:

- Check addition of 10s and 9s (Xs and 10s for the Australian Indoor)
- Check all details on scorecard are correct and that 1st or 2nd round is clearly noted
- Check there are 2 signatures on each scorecard for each 60 arrow round

Checking scorecards: The integrity of the event is dependent on each venue thoroughly checking scorecards from their event arrow by arrow. It is preferred that this is done prior to any data from that card being entered online but an option is to enter data straight away and then promptly check scorecards, ensuring any data entry or addition errors noted are corrected online.

Highlighting pens should be used for noting errors. Remember arrow values cannot be touched and that if an error is found that increases a score, a check of the second scorecard is essential as perhaps on the second card lower arrow values were entered. If individual arrow values differ the lower one is always used.

Data entry: Details on data entry will be sent to Venue Organisers closer to the time. Once scores are all entered please again check that the score online matches the scorecard. Ideally you have 3 people involved in data entry; one person calls out the score from the scorecard, one person enters it online, and the third person checks that both what is called and what is entered is correct.

Incorrect scorecards: Archers must take total responsibility for their scoring. Venue organisers are to reject incorrectly completed scorecards.

Ties

Ties will be resolved according to World Archery rules, for the FITA 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.

Scorecards after the events

Send to Archery Australia: One copy of each scorecard is to be sorted into alphabetical order of surname (both scorecards for the one archer together) and posted by Express Post to Archery Australia P.O. Box 54, Panania NSW 2213 Australia within two (2) days of the event. This allows for prompt confirmation of results and efficient distribution of medals. The Organising Committee will keep the scorecards for one (1) year.

Send to RGB Recorder: The second copy of the scorecards (if electronic scoring is being used a copy of each scorecard) will be sent promptly and directly to the RGB Recorder and may be used for claims for awards or records that are not automatically done by the Archery Australia Tournament and Records Committee. The RGB Recorder is to ensure this second copy is readily available for two (2) weeks after the event in case there is need for the card to be checked.

The Organising Committee should retain a copy of scorecards for their records.

Archery Australia Championship Medals

Championship medals will be awarded to comply with Archery Australia rule 7.12.7:

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 by Australia Post to the relevant Regional Recorders as soon as possible after the event and receipt of scorecards, following engraving of the medals with the archer's name, category, medal colour and RGB (e.g. James Park, MMC, Gold, VIC). These are all cross checked before being posted out but please notify the Archery Australia Office immediately if you suspect an error has been made.

The RGB to choose the method of distribute or presentation these medals to members.

World Archery Records

AA 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

AA Tournament and Records Committee will automatically claim all 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 Regional Recorders.

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

FITA Target Awards

These awards will be automatically claimed for Archery Australia members.

The awards will then be sent by registered mail to RGB Recorders for distribution as soon as possible. Queries can be made directly to the Archery Australia Tournament and Records Committee if errors appear to have occurred.

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

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

Contacts

If you have any queries please contact a member of the 2012 Indoor Organising Committee:

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