



Competition
handbook

2015

Archery Ireland Competition Organiser handbook

This handbook applies to all, AI National Championships, Irish Opens, All Ireland Series events and WA registered competitions. It is highly recommended that clubs run all events in accordance with these rules in order to raise the standard of archery in Ireland.

All status competitions should be run by 2 club officials, of which one of them should have relevant experience and or relevant training. Ideally they would be the competition organiser (CO) and the director of shooting (DOS). It should also be noted that people running the competition should not be competing in the event. This will be compulsory when applying for championship and series events.

Members and Insurance:

It is the responsibility of the club running events to ensure all competitors are fully insured.

Requirements for Shoot status within Archery Ireland:

Terminology: "AI" = Archery Ireland; "WA" = World Archery; "DOS" = Director of Shooting

- 1- Local or "fun" shoots with no Status
- 2- World Record Status shoots (60 days notice is required to the AI competition secretary).
- 3- National or Open Championship events and All-Ireland Series Shoots

At competitions WA rules and by-laws will take precedents over local rules.

1: Local or "fun" shoots:

Even though a shoot is only being run for fun, there's no reason why it shouldn't be run according to the rules. It is unreasonable to expect to regulate the running of all fun shoots, so this section is more in the nature of guidelines as opposed to hard-and-fast rules. The venue must be of a suitable standard for the relevant competition. This includes all relevant safety aspects for indoor and outdoor venues, accessibility, fire safety, insurance, etc. The Field of play should be set up according to the World Archery Rules which are available on the WA website. The shoot should be conducted by a competent person – Either a trained DOS or an AI recognised Judge of any level, who should carry out a field inspection and, if possible, an equipment inspection (or spot checks).

2: World Record Status:

For any shoot to qualify for World Record Status (and thus WA star status and National Record Status) the standards outlined for level 1 shoots must be met, along with the following:

Entries should be open to all shooting members in good standing of AI. The AI competition Secretary, Judge Secretary and Communications Officer must be notified of the shoot at least 8 weeks in advance of the date of the shoot. The order of shooting must be run by a trained DOS or Judge, and timing signals must be visible for both right and left handed archers.

Responsibilities

- Creating application for the event and/or registering it at the calendar meeting
- Registering all the details of the event with the competition secretary
- Creates a club facebook page for the event
- Taking entries and creating target list with lanseo
- Post target list on facebook 2 days before the event
- Send a copy of the target list to the competition secretary 2 days before the event
- Setting up lanseo for event
- In charge of general admin for competition
- Creates and chairs competition subcommittee and delegating the work
- Works hand in hand with Director of shooting
- Creates timetable and order of events for competition
- Ensures results are submitted through lanseo live or within 2 days of the event
- Safety statement for the event
- Keep the AI POR well informed
- Instagram for uploading photos
- Appoint an equipment officer / head of work party for the event
- For indoor events a facility measuring a minimum of 30mts in length is required
- Media

Archery Ireland Access Guidelines:

Access to Archery Shoots should have firm, level, smooth and slip-resistant surfaces for a wheelchair user. The event organiser should also ensure that loose gravel is not in situ since it is very difficult for wheelchair users to navigate. Slip-resistant hard surfaces such as brick or stone paving are more suitable than gravel, chippings and cobbles. Wood surfaces may also not prove suitable for wheelchair users and some pedestrians.

Attendees with varying ability [be they archers, helpers or spectators / supporters] who travel to events by car need to have parking arrangements suitable to their individual requirements. Accessible parking areas should have sufficient space for the user to enter and leave their vehicle in comfort. Users also need to have access to the rear of their vehicle to unload their equipment.

Ramps are a necessity for wheelchair users and beneficial for archers who use equipment trolleys. Ramps also accommodate people/spectators with prams/pushchairs. Gradients should be as shallow as practicable (See IWA Access Guidelines). Steep gradients or makeshift ramps create difficulties for wheelchair users who propel themselves.

In certain circumstances, for example retrofits, where a steeper gradient than the recommended minimum is required - this should only be for a short distance.

In relation to sanitary conditions accessible toilets/cubicles should be provided at all archery events be they competitions or training sessions. Where portaloos are required, they should be of a larger size to accommodate a 180cm diameter turning space. Event organisers should realise that accessible toilets should be provided at all events and within close proximity to the main shooting venue.

For any Archery Ireland event it is recommended that a person versed in Disability Awareness Training be in attendance. Prior to each event, organisers should carry out an audit to determine accessibility requirements.

Archery Ireland Dress Regulations:

Sports Clothing must be worn by all athletes shooting in Archery Ireland competitions. Denim is only allowed to be worn in Field or 3D Archery and under no circumstances is camouflaged clothing to be worn at any competition.

- Women can wear dresses, skirts, divided skirts, shorts (any of which cannot be shorter than the athlete's fingertips when the arms and fingers are extended at the athlete's side) or trousers; and blouses or tops, which must cover the front and back of the body, be fixed over each shoulder while covering the midriff at full draw.

- Men shall wear trousers or shorts, which cannot be shorter than the athlete's fingertips when the arms and fingers are extended at the athlete's side, and long or short sleeved shirts, which must cover the midriff at full draw.

- Sports shoes (or walking boots outdoors) must be worn by all athletes. Shoes must cover the entire foot. For Indoor competitions all shoes should be non-marking.

- Where possible club colours should be worn. While not always feasible, it does help with the team spirit within clubs at competitions, and is especially important during team rounds.

The above rules apply to all Archery Ireland Competitions.

Registering event

There are two ways to register a status shoot in Archery Ireland. For a status event that is not a championship or series event a club must schedule it at the annual calendar meeting generally held in November of the previous year.

For a championship or series event a club must apply for the event through the AI application which should be released in November of the previous year. These documents will be available on archery.ie

Registering all the details of the event with the competition secretary

Once a competition is confirmed the CO should register all the details of the event with the competition secretary (competitionsec@archery.ie). The competition secretary will require all this information 60 days before the event in order to register the status event with world archery. If this information is not sent AI cannot guarantee the status of the event. The CO must also ensure that the competition secretary is kept informed of any changes from the original plan.

Sending out event information

It is the responsibility of the CO to communicating all relevant information for the event to the members of AI, via the AI communications Secretary in good time. (communications@archery.ie) As well as an online entry form there should also be a flyer available with all the prevalent information:

Club name; Event title; Event format; Event categories; Event date; 1 or 2 day event; Fees; Timetable; Registration time; Equipment inspection time; Practice time; Start time; Proposed finish time; Event address; Event GPS details; Event enquire details; Name; Email address; Phone number; Entrants details require; Method of payment; Entries opening date; Entries closing date and time;

Creates facebook page via club facebook page

An event facebook page should be created through the clubs Facebook page. The Facebook page should not be for taking entries but for generating interest. All the info should be available along with the flyer and some pictures, all news or changes can be updated on this page and used to advertise the event.

Taking entries and creating target list

The CO will be responsible for taking entries and creating target lists. An online entry form linking to lanseo would be preferable. Also an excel template entry form that can be imported into lanseo would make life easier. lanseo will generate target lists but these should be double checked by the CO.

Setting up lanseo for event

The CO should set up the lanseo system for the event. More than likely they will be too busy to input data during the event so this should be delegated to another club member.

In charge of general admin for competition

The CO should be charge of general admin for an event. A lot of things can be delegated out to other club members but the CO should be responsible for checking that all these jobs are completed.

When hosting major events, clubs should be mindful of the effort made by some of the competitors to attend. With some archers having to travel hundreds of kilometers to and from competitions, the club should provide light refreshments, and make available in good time before the event a list of local accommodation. Clubs hosting any national events on behalf of AI should also ensure that the venue is sufficiently big enough, to hold enough targets for the number of entries, to ensure all competitors are finished shooting by 16.00hr each day.

Creates and chairs competition sub committee

For large events there is too much work for just a CO and a DOS. A sub-committee should be set up to allocate certain tasks out to other club members. The CO should chair the committee with the DOS as the right hand person.

Works hand in hand with Director of shooting

The DOS will run all the technical aspects of the shooting field and the timings as outlined in their training. The CO and DOS should liaise on all matters to ensure a smooth running event.

Marking out the archery range

The DOS should ensure the shooting grounds are marked out in compliances with WA guidelines.

Judges:

Judges will be appointed by Archery Ireland for all WA status competitions. The judges should be contacted by the club no later than two weeks before a competition with a full schedule of the event. There must be enough Judges present to ensure the running of the shoot in as fair and efficient a manner as is possible, at least one of whom must be a Regional Judge or higher, who shall act as "Chairman of Judges" or the Judge in charge for the shoot. The ideal minimum number of Judges is 1 Judge per 10 targets or 1 Judge per 12 targets for Field Archery, however if there are not enough judges available this should not hamper the running of the event.

Creates timetable and order of events for competition

The CO should timetable the event taking into account the venue, the amount of butts and the competitors. It is possible to finish events much earlier than they often do. The CO should always look at ways to run the day as efficiently as possible. Well run early finishing events will encourage attendance and the perception of the event.

Ensures results are submitted through ianseo live or as soon as possible

All championships and series events must be updated live on ianseo, this may require a portable internet access point if wifi is not available on site. Other status events should be updated live where possible or as soon as possible after the event.

Keeping PRO informed

The AI PRO Officer PRO@Archery.ie is to be informed of all major events and supplied with as much information as possible 10 days before the event. Results should also be sent to the PRO along with good quality photos, and a report on the event by Sunday evening in time for Monday radio reports and newspapers.

Indoor range

At 5m behind the shooting line there must be a waiting line. This can be reduced to 3m if the space available is restricted, but safety must not be jeopardised. Behind the waiting line we need space for the archers shooting equipment. Behind this area there must be a competitor's area, which will accommodate the archers, when shooting is not taking place, along with the team managers and coaches. A total length of about 30m is required for an indoor competition.

The number of targets in an indoor accommodation is usually dictated by the available width of the activity hall. Each archer will need a minimum of 80 centimetres of space when on the shooting line.

Smoking:

In relation to the use of e-cigarette / vapor units, Archery Ireland will treat these in the same manner as tobacco, and as such their use will be governed under the World Archery smoking rules.

Media

Working with the media is not about sending hundreds of press releases when you have an upcoming event and hoping for the best! You need to build up a relationship with local newspapers, and radio stations. When a club is hosting a national event they need to work closely with the AI PR officer to maximize national media coverage. When sending photographs to the media they should be taken with good quality cameras. Check the photo carefully and ensure the subject matter is relevant to the article you are reporting on and also check the background to ensure there is nothing there that would take from the picture. It is better not to send a photo to media than to send a bad quality on. Care must also be taken not to show favoritism to members of your own club or family when reporting events.

Check list of equipment required for major events, where applicable for indoor or outdoor.

Signage

Discription	Quantity
National Flag	
Archery Ireland bannors	
AB / CD	
Distance markers for each side of the field	
3mt line	
Shooting line	
1mt line	
Equipment line	
Waiting line	
Equipment inspection	
DOS	
Registration	
First aid	
Toilets	
No Smoking	
Photography registration	
Direction signs along the road	

