Southern Counties Archery Association

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Tournaments Guidelines

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Draft v2 – March 2024

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# Overview

Aim – SCAS council undertakes to provide well run, but accessible to all, SCAS Championships in all the relevant disciplines which are fit for the current shooting community.

As far as possible, SCAS Championship shoots should be stand-alone events and not incorporated into existing events. However, given the sponsorship of shoots within the region and large geographical nature of SCAS will result in two distinct types of events – “Hosted by” and “Incorporating.

Definitions

Hosted by

A “Hosted by” Championship would need to provide Council or Tournaments working group liaison, with a basic budget outline before being awarded the event, and basic accounts afterwards. Any surplus made by the Hosts would be theirs, and SCAS would underwrite any reasonable losses (for example, Entry fee set at £1, SCAS would expect a loss and thus would not underwrite event losses).

SCAS would also pay the full RS or WRS fee and provide all the awards

Incorporating

SCAS provides the awards and a grant of up to 50% toward RS / WRS fees.

N.b Only tournaments overseen by the TLO and sanctioned by Council can call themselves “SCAS” events.

SCAS Tournaments will be sanctioned up to 1 year ahead of the event, and dates set at the January council meeting, with Tournament organisers ratified at the AGM. It is expected that events have a month in which it is held, however the specific date is for the appointed TO, to confirm.

Each Championship has a “minimum set of requirements” as laid out later in this document. These minimum standards are set to ensure SCAS events continue to be well run events, that are the pinnacle of the Regional tournament structure. This may align with NGO tournaments, but this is not a principal purpose.

These minimums are in place for Clubs/Counties and TO’s to know what the expectations of event are. There are some commonalities applying to all events, with a key focus being accessible, enjoyable events for all archers.

 the entry fees should be similar to the current market rate, team awards should be achievable for all Counties regardless of size (so not 3 women longbow for example) and if there are “Married Couple” awards these are opened up to any couple who self declare for that category. The TO or Club should also have a proven track record of hosting similar events to a suitable standard and size.

# Medals

The policy is thus, Medals awarded at Southern County Archery Association Championships, herein listed as: -

* SCAS Indoor
* SCAM
* SCAS Clout (Imperial & Metric)
* SCAS Field
* SCAS 3D
* SCAS Junior / Junior Tour Final
* Any further tournaments later adopted as a ‘Regional Championship’

Shall be awarded on the following basis.

* **Individual (Region & Visitor)**

Awarded on the basis of entry into the category, on the principle as follows

1st - Gold – 1 - 3 Entries

2nd - Silver – 4 - 6 Entries

3rd - Bronze – 7+ Entries

* **Teams Awards**

Team medals to be in line with individual medal allocation.

* **Indoor**
* Session Awards
	+ There will be no session awards at SCAS Championships
* **Miscellaneous -**

This policy can be amended in line with the wishes of donated and accepted Regional trophies where the wishes of the donor will always be respected where possible.

# Finance

SCAS championship events will be supported by a robust and detailed budget of operations prior to the event, and requestable by Council as an when required.

The expectation is that events should follow established guiding principles as outlined below:

1. *"The cost to SCAS of running SCAS Tournaments should be met from income from the events, considered across all tournaments in a given year. That is, tournaments considered as a whole should at least 'break even' over time.”*
2. *“Since some tournaments incur costs that cannot be fully recovered from tournament fees at the current market rate, the expectation is that some tournaments will be budgeted to run at a surplus to balance deficits on other SCAS championship events. In particular, Senior outdoor events should be budgeted to break even or return a surplus."*

Considering the above,

* Tournament Organisers are responsible for preparing a complete budget, including proposed entry fees, that must be approved by the SCAS treasurer before entry charges are published.
* The SCAS treasurer is responsible for approving Tournament budgets and for ensuring that tournaments as a whole are planned to cover the overall costs.

Guiding principles on the above:

* Tournament income and expenditure form a large part of SCAS turnover, and balancing income and expenditure across SCAS tournaments as a whole helps to ensure a balanced annual budget for SCAS.
* Balancing income and expenditure across tournaments helps to make sure that members who do not, or can not, attend championship events are not bearing undue charges in membership fees in order to subsidise tournaments enjoyed by a smaller number.

Minimum requirements of tournament budget/balance sheets include
Cost of venue hire.

Cost of judges' expenses

Cost of medals (accruing costs where they arise).

Questions to resolve

what clubs/counties get out of running shoots??

what exceptions we allow to the 'break even' policy?

when Council or Trustees need to get involved to approve a planned deficit?

# Judging

Judges will be appointed by the Judges Liaison Officer, in conference with the appointed Tournament Organiser once a SCAS event has been sanctioned by council.

These appointments will be on the basis of

* Status of the shoot (UKRS/WRS)
* Rounds being shot.
* Experience/Training needs
* Availability of Judges
* Potential expenses to Tournament

# Responsibilities

The framework we have come up with so far is

Southern Counties Archery Meeting – Senior Championships.

### Background

SCAM has been running for over a hundred years and in that time many trophies have been gifted to be  presented to the winners. 3 events make up the  meeting, the “Championship Meeting” “Public Meeting” and the “Championship of the South”. The oldest being the “Championship Meeting” at 160+ years then the Public  Meeting at 150+ years and finally Championship of the South, just a mere 120+ years.

There is footage on British Pathe from 1937 of the 29th Championship at Windsor and photo at the  Southern Counties Archery Meeting at the Nevill Cricket Ground (Tunbridge Wells?) 6th September 1926, of Lady Maud Warrender taking aim! Other places it has been held include Crystal Palace, St Cross, Wincester and more recently Wincester rugby club.

The meeting was not held during WW1 or WW2 and more recently in 2020 due to Covid.

Day 1 and 2 start the morning by a formal assembly, including paying our respects to those that sadly have passed away in the last year.

The “End Target” has its own way of opening the Championship days, they normally invite the Judges take part as well as me. There is also a special trophy that only those shooting on the end target can win ,the “Philip Shaw Memorial Trophy” for the best improvement by a gentleman. This trophy is large glass goblet vase & cover. It is very heavy and comes in its own coffin!

The meeting is relaxed and light-hearted but those wishing to take home the silverware have to shoot well.

### Format

Day 1 is the traditional 2-way Longbow, normally a double National. It is non- record status and open to members of BLSB as well as AGB . Awards include BLBS silver & bronze medals, along with the Harvey Trophy and Rhodes Plaques.

Day 2 & 3 are the Championship Days. A Rose status & record status, Double York, Hereford, for the challenge trophies and medals. The 2 days include a “National” round in the afternoon, for those that prefer to shoot shorter distances. Next year, 2024 will include the “Bristol” rounds to hopefully, encourage more archers to participate.

Day 4, Handicap- Long National, is dependent on the Championship days being completed, however nobody that has shoot “SCAM “ in the last 20 years, says it was not shoot. Fingers crossed for good weather for the next 20 years!

This short round allows for the Tournament Secretary (TO) to dress the presentation table, then quickly calculate the Handicap results. The meeting is closed by mid afternoon and archers say their goodbyes to their friends for another year.

### Results

The results include brooches for classification scores to un-rewarded archers.

Not only are their individual awards, but there are also team awards, County ladies & gents, club and couples. Also, brooches for visitors,  awarded dependant on numbers participating. Not forgetting ,the Rose Awards and six/three Gold End badges.

## SCAM Awards

### SOCIETY'S BROOCHES

**LADIES // GENTLEMEN**

* Lady Champion - Medal and Bar // Gentlemen Champion - Medal and Bar
* 2nd score - silver brooch // 2nd score - silver brooch
* 3rd score - silver brooch // 3rd score - silver brooch
* 4th score - silver brooch // 4th score - silver brooch
* 5th score - silver brooch // 5th score - silver brooch

For those archers shooting with the Longbow, Barebow or the Compound bow, brooches will be awarded in Gilt, Silver and Bronze according to position.



The Society's Bronze Brooches will be awarded to the 1st and 2nd highest scores both Ladies and Gentlemen in the Classification Groups Bowman, I, II, III (and below).
#Winners of Silver Brooches are not eligible for Bronze Brooches #These awards are made on an unrewarded basis in the preferential order - score, hits, golds



### CHALLENGE TROPHIES, and Pin Badges

#### LADIES

* The BRIDGES DIAMOND BROOCH (Lady Champion) was presented by J H Bridges Esq. oldest winning year dates back to 1892.
* The SIMON GOLD MEDAL (Best score at 80 yards) # dates from 1937
* The SAVILLE ROSE BOWL (Best score at 60 yards) # dates from 2012 and presented by Mr & Mrs Saville
* The TROUSDALE TROPHY (Most hits) # This memorial trophy dates to the 1940’s
* The SYRETT TROPHY (Best score by a competitor aged over 60 years) Again a relatively new trophy from the late 1970’s

#### GENTLEMEN

* The BRIDGES JUG (Gentleman Champion)  was presented by J H Bridges Esq. oldest winning year dates to 1892. # *Note not awarded to a compound archer.*
* The PORTSMOUTH CUP (Most hits) # presented by “Portsmouth Corporation Piers Beach and Publicity Committee”
* The NETTLETON TROPHY (Best score at 100 yards) # Given to the society to remember Mr & Mrs Nettleton 1962 “Union, Trueheart & Courtesy” Silver, machined engraved cigar box, now held in a new box.
* The CHUBB TROPHY (Best score at 80 yards) # Silver cup that dates from mid 1960s
* The ALICE and GORDON BRUCE TROPHY (Best gold at 100 yards) A modern round  silver trinket box now held in a new box.
* The VETERANS TROPHY (Best score made by a competitor aged over 65 years)  A silver tankard
* The GORDON BRUCE TROPHY (Lowest score over two days plus 200 by a gentleman) Silver cup
* The POTTS TROPHY(Highest score made by compound bow shooting the York Round) Silver cup and its own box

#### LADIES or GENTLEMEN

* The CAROL MONTAGUE TROPHY (Highest score of the meeting) # Silver salver
* The CORONATION TROPHY (Most golds of the meeting) # Presented on the year of the coronation for the late Queen Elizabeth 2. Presented by anonymous donors
* The PARSONAGE TROPHY (Best gold of the meeting) Large silver trophy presented by S Parsonage esq in 1923. It is double plinthed and is stored in a wooden box which is very heavy. Mostly won by ladies.
* The FOREST SPOON (Worst white at the last end) Carved wooden spoon with painted target
* The SOUTHERN ARCHERY SPECIALISTS TROPHY (Compound bows) The “Van Buren” trophy is a large shield
* The DON OLPHERT MEMORIAL TANKARD (Longbow) Pewter tankard on a wooden base, engraved with G.N.A.S. archer.

# Please note that are currently no Challenge trophies for the Barebow or Asiatic bow types but brooches are awarded

#### TEAMS

* The FIELD SALVER and BROOCHES (County team – ladies of 4) presented when the annual meeting was held Crystal Palace, dates to 1900
* The TITCOMB SALVER and BROOCHES (County team – gentlemen of 4) This was presented by an unknown American  friend in the late 1930’s
* The FISHER-RYALL WEBB TROPHY and BROOCHES (Club team of  2 ladies & 2 gents) Silver coffee pot with bamboo wicker handle early 1950’s, one of my favourites, so pretty
* The CECIL RHODES CUP (Married Couple)  Past holders have been contacted,  but current where abouts unknown! However, if you know who has the cup, please let me or SCAS secretary aware. It’s the only one missing to present at the meeting.
* The PAM and TERRY WHITE TROPHY (County Team – Mixed Compound  of 3).A wooden trophy depicting a compound bow, on wooden plinth, in perspex box. Very fragile….
* The APOLLO DIANA TROPHIES (Highest Handicap Day scores made by a husband and wife) - open to visitors.
* The “ARCHERS HOME**”** (Best Score) is a modern slate house name plate, presented by Mrs C Piper to any 2 persons living at the same address.

The winners of the above receive the SCAS pin badges, in variety of colours either red, black in gold or silver. New for 2024 are SCAC pin badges in cream & brown for the couples.



#### LONGBOW DAY

* HARVEY TROPHY (Overall first award) A glass sculpture of a longbow knock
* RHODES PLAQUE for LADIES (Highest unrewarded hits by a lady) Wooden plaque of a female archer
* RHODES PLAQUE for GENTLEMEN (Highest unrewarded hits by a gentleman) Wooden plaque of a male archer.
* The British Longbow Society's Medals are awarded for the National Rounds.

Clout – Cecil Rhodes\* Memorial Shoot

### Rounds

Double AGB or a Double WA Clout

The ability to shoot 2 – way is preferred is shooting an AGB round.

### Status

The shoot should be accorded UK Record Status and Tassel Status (or similar)

### Entries

Must be open to Adults and Juniors, with distances offered to enable a full range of distances as covered in rulebooks.

### SCAS Champions/Awards

Decided on the score from the Double Clout score – in the event of a cancellation/shortening of the round due to unexpected conditions the champions and placings will be based on the full number of scoring ends completed.

Note:

\* The SCAS Clout Championship is subtitled 'The Cecil Rhodes Memorial Shoot', and some trophies bear the same name. SCAS would like to make it clear that the Cecil Rhodes of this tournament was an archer well-known and respected in the Region, who organised the clout shoot for many years, as well as being a National Judge. There is no connection with a more controversial figure who happens to bear the same name.

Indoor

### Rounds

 The rounds shot should be either,

WA18m

Portsmouth

By preference, in exceptional circumstances, and with the agreement of SCAS Council, Tournament Organisers may opt for alternative indoor rounds, as covered by the rule book, however Head-to-Head formats will be discouraged due to the limitations this puts on entries.

### Status

The shoot should be accorded UK Record Status (AGB rounds) or World Record Status (WA Rounds).

### Entries

Must be open to Adults and Juniors.

### SCAS Champions/Awards

Decided on the score from the first single round shot.

Further rounds may be shot in the same or differing disciplines; however, the first round will count for final position, and ALL team considerations.

### Teams

 Provision should allow for the following team(s)

 Club Team – 4 Archers from the same SCAS registered club

 County Team – 4 Archers from the same SCAS registered County

Teams will be from highest qualifying archers from the above, preference will be for gender mix in the first instance (Minimum 1 Lady & Gent), however if a county is unable to field this, then 4 members irrespective of gender will be permissible).

### Event Guidance

Due to the nature of indoor archery, this championship could be held over 2 days to allow more entries.

However, divisions should be split, for example, Compound and Barebow on day 1 and Recurve and Longbows etc on day 2 with planned provision to then reverse the days the next year for fairness.

Field Championship

### Event

 Either a 1 day marked round or a 2 day unmarked and marked round

### Rounds

 The rounds shot should be either,

World Archery

24x Marked

24x Unmarked

24x Mixed Round

By preference, in exceptional circumstances, and with the agreement of SCAS Council, Tournament Organisers may opt for alternative rounds, as covered by the rule book, however Head-to-Head formats will be discouraged due to the limitations this puts on entries.

### Status

The shoot should be accorded UK Record Status / Arrowhead Status (WA Rounds).

### Entries

Must be open to all Senior & Juniors.

### SCAS Champions/Awards

Decided on the score from World Archery age appropriate rounds shot.

### Teams

 Provision should allow for the following team(s)

 Club Team – 4 Archers from the same SCAS registered club

 County Team – 4 Archers from the same SCAS registered County

Teams will be from highest qualifying archers from the above, preference will be for gender mix in the first instance (Minimum 1 Lady & Gent), however if a club or county is unable to field this, then 4 members irrespective of gender will be permissible).

### Event Guidance

N/A

3D Field Championship

### Event

 Either a 1 day or 2 day event

### Rounds

 The rounds shot should be either,

World Archery

3D Round

By preference, in exceptional circumstances, and with the agreement of SCAS Council, Tournament Organisers may opt for alternative rounds, as covered by the rule book, however Head-to-Head formats will be discouraged due to the limitations this puts on entries.

### Status

The shoot should be accorded UK Record Status

### Entries

Must be open to all Senior & Juniors.

### SCAS Champions/Awards

Decided on the score from World Archery age appropriate rounds shot.

### Teams

 Provision should allow for the following team(s)

 Club Team – 4 Archers from the same SCAS registered club

 County Team – 4 Archers from the same SCAS registered County

Teams will be from highest qualifying archers from the above, preference will be for gender mix in the first instance (Minimum 1 Lady & Gent), however if a club or county is unable to field this, then 4 members irrespective of gender will be permissible).

### Event Guidance

N/A

Junior Championship – inc. the SCYT finals

The round chosen should preferably align to the AGB Junior Performance Pathway at that time. The round should also have distances for all age groups and bowstyles.

### Rounds

 The rounds shot should be either,

York, Hereford, Bristol 1-5

WA1440 + Metrics

By preference, in exceptional circumstances, and with the agreement of SCAS Council, Tournament Organisers may opt for alternative rounds, as covered by the rule book, however Head-to-Head formats will be discouraged due to the limitations this puts on entries.

### Status

The shoot should be accorded UK Record Status (AGB rounds) or World Record Status (WA Rounds).

### Entries

Must be open to all Juniors.

### SCAS Junior Champions/Awards

Decided on the score from the age appropriate rounds shot.

### Teams

 Provision should allow for the following team(s)

 Club Team – 3 Archers from the same SCAS registered club

 County Team – 3 Archers from the same SCAS registered County

Teams will be from highest qualifying archers from the above, preference will be for gender mix in the first instance (Minimum 1 Boy & Girl), however if a club or county is unable to field this, then 3 members irrespective of gender will be permissible).

### Event Guidance

If the Tournament Organiser wishes to allow adults to shoot, they should be completely separate and have no awards from SCAS or the TO (so shooting for scores only). Space at the event should be prioritised for Juniors.

Inter-counties Team Championships

### Event

 Senior or Junior target Event

Teams will be nominated by counties, from highest qualifying archers.

Counties may send as many archers as the Tournament can accommodate (Max. 8 per division). preference will be for gender mix in the first instance (Minimum 1 Lady & Gent), however if a club or county is unable to field this, then same gender teams are admissible

### Rounds

 Rounds selection is at the discretion of the Tournament organiser based from:

**World Archery**

1440 (inc. Metrics for Junior events)

Double 720

720 & Team Head to Head

 **Archery GB**

 York, Hereford (inc. Bristols for Junior events)

### Status

The shoot should be UK Record Status (AGB Rounds)/ World Record Status (WA Rounds).

### Entries

County nominated Teams – 4 scores to count

– Counties may send additional selected archers is venue space allows, at the discretion of the TO

### SCAS Champions/Awards

No individual awards

### Teams

 Provision should allow for the following team(s)

 County Team –

* Recurve
* Compound
* Longbow
* Barebow
* Overall Team (Top 2 archers from each County)

Teams will consist of highest Lady & Gent score plus the next two highest scores irrespective of gender. However, if a county is unable to field this, then 4 members irrespective of gender will be permissible.

### Event Guidance

Should encourage as many people as possible to attend. Ideally it should be that people only need to attend one day to keep the costs down for Teams

## GDPR / Safeguarding

Refer to documentation guidelines issued by Archery GB.

## GUIDELINES FOR TOURNAMENT ORGANISERS

***ORGANISING THE TOURNAMENT***

* 1. Confirm that the date, location, commencement time and entry fee is agreed and that catering facilities will be available.
	2. Ensure that Record Status, if required, has been applied for and paperwork received.
	3. Arrange for advertising in appropriate magazines.
	4. Contact Judge liaison officer for judge allocation. ( Number will depend on type of shoot)
	5. Discuss with Chair of Council invitation of Lord Patron or Lady Paramount.
	6. Arrange with Secretary & Webmaster for copying and distribution of entry forms.
	7. Send copies of entry form to all invited Judges.
	8. Check with work party that sufficient target faces will be available.
	9. Contact Secretary to ensure that sufficient medals will be available.
	10. Produce score sheets.
	11. Target lists to be dispatched two weeks prior to shoot. Copies sent to invited Judges.
	12. Where possible request all trophy holders to return trophies.
	13. Arrange for a First Aid qualified person to be in attendance.
	14. Purchase raffle prizes and tickets together with gifts for the Lord Patron/Lady Paramount and the Judges.
	15. Receipts for all moneys spent must be retained for reimbursement.
	16. All cheques and money received for entries must be forwarded to the Treasurer with the statement of accounts.
	17. Arrange to have the field marked out with the relevant distances together with a shooting line, waiting line and umbrella line.
	18. Request assistance for a field party at a County meeting at least two months in advance.
	19. Have available leader boards, chalk, dusters, if required dustbin liners, toilet rolls, spare face pins, spare bosses and stands, waterproof covers for the score sheets,

###### **DAY PRIOR TO TOURNAMENT**

* 1. Measure and mark out target placing across field. (Refer to Archery GB. 301/302 for Target Champs or W.A. Rules for W.A. shoots ) (Preferably with a Judge in attendance.)
	2. Set up target stands and bosses.
	3. Place target numbers beside stands and on the shooting line.
	4. Set out locations for waste bins.

###### **TOURNAMENT DAY.**

* 1. Set up arrangements for booking in.
	2. Arrange for targets to be faced.
	3. Have available for the Judges, Record Status Form and Report Forms if applicable, measuring tapes and height gauges, up to date entry list.
	4. Distribute scoreboards onto the shooting line.
	5. Discuss with Judges any alterations that may be required.
	6. Ensure that assembly takes place at the stated time.
	7. Introduce Lord Patron/Lady Paramount and the Judges.
	8. Give any information that may be useful to the competitors. e.g. how to complete score sheets, submission of claims, refreshments available, location of toilets, etc.
	9. Organise the selling of raffle tickets.
	10. Contact Judges for approximate time for lunch break and advise caterers.
	11. At lunch request and pay Judges expenses and provisionally book for following year.
	12. Discuss with Lord Patron/Lady Paramount how they would wish their prizes to be awarded.

(N.B. These prizes can either be purchased by the tournament organiser or the L.P.)

* 1. Set up trophy table and raffle prize table.
	2. Prepare and have available forms for claims. (National Record or Rose Award).
	3. Advise the Judges of the arrangements for collection of score sheets.
	4. Hold raffle while scores are being collated.

###### **PRESENTATION OF AWARDS.**

* 1. Introduce Lord Patron/Lady Paramount
	2. Make awards in accordance with the entry form. Trophy winners must sign trophy book.
	3. Thank Lord Patron/Lady Paramount and Judges and make presentation of gifts.

###### **AFTER THE TOURNAMENT**

**43.** Send out results sheets and forward on any unclaimed awards. Pursue any trophies not returned and have them sent on to the new holders.

**44.** Send a copy of the results to the invited Judges and Officers of the County Association.

**45.** Ensure that the shoot documentation is completed and return to Archery GB.

**46.** Any outstanding money, receipts and statement of Income and Expenditure to be given to the Treasurer within 28 days according to the model form.

##

## HEALTH & SAFETY GUIDELINES FOR ARCHERY EVENTS

These guidelines are to be read and used in conjunction with the Archery GB Policy Statement on Health & Safety, as well as Rules of Shooting

**Introduction**

Health & Safety standards will vary greatly from event to event; whilst the requirements for a local club may be met relatively easily, the same would not be so at a major International F.I.T.A event with trade stands and spectators. All the requirements relating to health and safety are governed by the Health & Safety at Work etc. 1974.

Compliance with Health & Safety requirements is as important during the site preparations before the event and when clearing up afterwards, as it is during the event. Spectators attending include families with young children and dog- owners, often with little knowledge or understanding of how to behave when close to shooting.

**Health & Safety Adviser**

Whatever the size of the event, a competent and knowledgeable person should be appointed and named in any brochure, programme etc., as the Health & Safety Adviser. All involved with the event should know the name of the adviser. Subsequently it is important that the adviser attends and that health and safety is considered at every stage of the planning for an event.

**General**

Organisers, trade stand personnel and their respective employees/volunteers, as well as those who have to any extent control of the premises or site on which the event is held, are responsible for ensuring that:

a) Everything reasonably practicable is done to ensure the health safety and welfare of those attending the event, including members of the public.

 b) They conduct themselves so that they do not put themselves or anyone at risk.

 c) Access to and egress from site is safe.

**Reporting of Injuries and Dangerous Occurrences**

Any serious injuries or death must be reported and a permanent record made. In practice the written report on Health & Safety Form F2508 will be made to the Local Authority in whose area the event takes place, and copies to the Chief Executive of the Archery GB at Lilleshall.

**Health & Safety Policy Statement**

Event Organisers are statutorily required, where there are five or more volunteers at the event, and are advised, where there are fewer than five volunteers, to prepare a written policy statement in respect of the overall safety of the event. The policy should include procedures to be followed in an emergency and should be included in the programme, where appropriate. An example is attached at Annex 'A'.

**First Aid**

Adequate arrangements should be made to ensure all emergencies requiring medical assistance can be satisfactorily and quickly dealt with. In particular:-

 a) Emergency Services must have access to all parts of the event site, car parks etc., at all times.

b) The provision on site of first aid equipment, trained first aiders, qualified medical personnel and similar facilities should be appropriate to the site, type of event and foreseeable risk.

c) All officials, stewards etc, must be fully briefed and trained on the emergency procedures prior to the event.

 d) The First Aid sites be clearly marked sign-posted and identified.

**Other Matters**

Other considerations are listed below with appropriate points for checking as required. If any of the points set out below are of relevance to your event, but you are not quite sure what to do, you should contact the Local Authority (Environmental Health Department) or the Chief Executive at Lilleshall.

**Electricity**

Position and routes of overhead and underground electrical cables and their distribution systems; avoidance of danger from over-head electric lines and metal structures (flag poles etc.); evidence of recent examination and test certificates for electrical installations; low voltage system trunk in and cables; earthing and earth leakage protection; inspection and testing of electrical apparatus; disconnection and removal of temporary installations.

**Main Gas**

Position and routes of gas pipelines underneath or near the site.

**Liquid Petroleum Gas**

Trade stand personnel and caterers with LPG appliances must have had these examined and tested by a competent person, and stored in a safe upright position.

**Access Routes**

Pedestrian and vehicle access routes to and from the car parks must be safe and clearly signed; police should be consulted about likely traffic problems on public roads.

**Fire Precautions**

The local fire brigade should be consulted concerning:-

emergency access for fire brigade vehicles; adequate emergency fire fighting equipment and appliances; fire precautions in temporary structures; no smoking areas.

**Building and Structures**

Adequate lighting; safety of buildings and their contents (equipment, machinery, plant); access ladders; stairways with guard rails, fragile roof with catwalk ladders.

**Children**

Additional precautions are required to ensure the safety of children:-

 Children under the age of 13 are not allowed to ride on or operate machinery.

 Children should be excluded from the shooting area and be closely supervised.

**Safety Information**

Prominently displayed warning notices and signs, first aid sites clearly signed.

**Toilet & Washing Facilities**

Adequate provision for the expected number of visitors.

**Food Hygiene**

Caterers must comply with the local Environmental Health Department legislation.

**Licensing for Alcoholic Refreshments**

Licenses are required if alcohol is on sale (one month's notice is required).

**Remember**

The event Organiser is ultimately responsible for the Health & Safety of those who attend the event and all reasonable precautions must be taken to ensure this. If all the above mentioned points are considered and sensible steps taken to prevent accidents it is unlikely that you will fall foul of the law.

**ANNEX ' A '**

**HEALTH & SAFETY POLICY STATEMENT FOR THE EVENT**

 1) The Organiser has the overall responsibility for Health & Safety.

2) The event is organised in accordance with the Health & Safety legislation and all who have ( to any extent ) control of premises or site at the event are responsible for ensuring that :-

a) Everything reasonably practicable is done to ensure the health and safety and welfare of those attending the event.

 b) They conduct themselves so that they do not put themselves or anyone else at risk.

 c) Access to and egress from the site is safe.

 3) **Emergencies**

a) Emergency Services must have access to all parts of the event site at all times and members of the public, competitors and officials must not park vehicle so as to obstruct access.

 b) First Aid points are clearly marked.

b) In the case of an emergency, members of the public should contact the nearest official or Dial

 999 on the nearest telephone

 **TELEPHONES ARE LOCATED AT**

 **.....................................................**

# Event Documents

## SCAS Event – Prospectus - Example



|  |  |
| --- | --- |
| Event | SOUTHERN COUNTIES ARCHERY SOCIETY - \*DELETE AS APPLICABLE\* INDOOR\*, CLOUT\*, SOUTHERN COUNTIES ARCHERY MEETING\*, FIELD\*, 3D\*, JUNIOR TOUR FINALS\*, INTERCOUNTIES MATCH\* |
| Location |  XXXXXX |
| Rounds | **XXXXXX** |
| Dates |  XXXXX |
| Guest of Honour | XXXXXX |
| Judges | XXXXXX (Chair), Assisted by XXXXXX |
| Registration | Insert time |
| Entries  | Online Entries (preferred) via ‘ Try booking’ Harcopy Entries - cheques payable to **“XXXXXXXX”** *Closing date XX XXXX* ***XXXX - No refunds after the closing date.*** |
| Event Timings | XXXXXXXXX |
| Event Format | XXXXXXXXXXXXXAll bosses will be layered foam |
| Awards | XXXXXXXXXXXXXXXXXXXXXXXXXX |
| Current Trophy Holders | Please return the Tournament Trophies, to the Tournament Organser on the morning prior to start of shooting. |
| Notes  | XXXXXX |
| Lost Arrows | Lost arrows must be reported to a judge .It is **the archer’s responsibility** to account for all arrows before leaving the field. |
| Dress | **Please refer to the Archery GB Rules of Shooting for the dress regulations 307**Please comply with dress regulations until after the presentations.  |
| Car Parking | Free car parking at venue |
| Camping  | Please contact Tournament Organiser for more details |
| Refreshments | Refreshments including cakes, sandwiches & breakfast snacks |
| Special Requirements  | **E.G** Stay on the line. Please provide these details to the Tournament Secretary on your entry form. |
| Photography | In line with the recommendation in the Archery GB Safeguarding Policy, those who wish to take photographs or video at this event are to register with the Tournament Secretary on arrival.Unauthorised photography is not permitted. Add new wording in line with AGB policy  |
| Dogs | Only assistant dogs are permitted in the venue and please keep under control at ALL TIMES |
| Smoking | Please adhere to the AGB/Local Club smoking policy also applies to e- cigarettes |
| Drugs Testing | Archers competing at record status tournaments may be liable for drugs testing.Competitors who are approached to give samples must comply.Non-compliance will be treated as a positive result. |
| Liability | HOST CLUB NAME , Southern Counties Archery Society, Archery GB, do not accept any liability or responsibility for any loss, **damage or injury however so caused.** |
| Tournament Organiser | NAME ; Email SCAS EMAIL @scasarchery.org.ukHome no XXX (after 6.30pm and before 9.00pm) Please send entries to XXX , XX Website ; scasarchery.org.uk |
| GDPR | “When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and other competitors for example target lists and results may be published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info.” |
| Directions | Directions to event |

**MAP TO EVENT**



## SCAS Event – Entry Form - Example

**“When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and other competitors for example target lists and results may be published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info.”**

**1 Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| **Address** |  |
|  | **Postcode** |  |
| **Telephone/ Mobile** |  |
| Email Address; **please print** |  |
| Club |  |
| Region |  | County |  |
| AGB Membership Number or BLBS (for longbow day) |  | Your AGB classification in the AGB scheme is class i.e. MB |  |

|  |  |
| --- | --- |
| **Wed 10th Longbow Day** | Entry Fee for the Morning Longbow Round £ 8.00❑Entry Fee for the Afternoon Longbow Round Wed £8.00 ❑ **Entry Fee for the Longbow Day** £ 15.00❑Gold Sweepstake for the Longbow Day *see notes\** £1.00 ❑  |
| **Thurs 11th, Fri 12th & Sat 13th****Championship & Handicap Day** | Comp❑ | Rec❑ | Asiatic❑ | Barebow ❑ | Longbow❑ | Entry Fee Championship £38.00 ❑ |
| I **wish** to enter the VeteransTrophy (Gentlemen competitor over 65 years)❑I **wish** to enter the Syrett Trophy (Lady competitor over 60 years) ❑ | Entry Fee Champ pm D1 £13.00 ❑Entry Fee Champ pm D2 £13.00 ❑ |
| Please make cheques payable to **XXXXXXXXX**orPlease contact the TO for ref num, prior to payment viaBACS **Sort Code XXXXXXXXX Acc Num XXXXXXXXX** **Closing date XXXXX , no refunds after the closing date** | Gold Sweepstake for both days £2.00 *see notes\**  |
| Entry Fee Handicap Day £13.00 ❑ |
| I certify that I am a member of Archery GB and that I will abide by all the regulations and requirements as detailed in the Tournament Prospectus.**4 Certification**A parent/guardian must sign entries from archers under 18 to indicate that they are happy for the junior named on this form to be drug tested if approached.Archers Signature………………………………………………………………………………………….. |

|  |  |  |
| --- | --- | --- |
| Longbow | £ |  |
| Championship | £  |  |
| Champ pm only | £ |  |
| Handicap | £ |  |
| **Grand Total**  | £ |  |

 |
| Special Requirements (Please do not assume we already know) i.e. stay on the line |
| **TOURNAMENT ORGANISER :** **CONTACT DETAILS:**  XXXXXX Email:SCASEMAIL @scasarchery.org.uk**TO Ref Num**  |

## SCAS Event – Budget Sheet – Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   |   | **SCAM 2023** |   |
| **Expenses -**  |   |   | **Income**  |   |
| host club  |   |   | **Income shoot fees**  |   |
| 4 full days field hire | 0.00 |   | cash/card fees Wed | 0.00 |
| Refreshments for workparty & judges  |   |   | cash/card fees Thur | 0.00 |
|   |   |   | cash/card fees Fri | 0.00 |
| Boss hire 12 @ £xx per day  |   |   | cash/card fees Sat | 0.00 |
| Boss hire 14 x 2@ £xx per day  |   |   |   | 0.00 |
| Boss hire 8 @ £xx per day  |   |   | **Entries by BACS** |   |
| generator |   |   | Entries fees Wed 11th Longbow @ £15 | 0.00 |
| Porta loo toilet hire 2 @ £xx per day & cleaning |   |   | Entries fees Wed 11th Longbow am only @ £8 | 0.00 |
| **sub total** | 0.00 |   | Entries fees Wed 11th Longbow pm only @ £8 | 0.00 |
| **Judges**  |   |   | Entries fees Thurs 12th & Fri 13th (York/Hereford) @ £38 | 0.00 |
| Travel - judges @ 0.40p per mile- | 0.00 |   | Entries fee thurs pm | 0.00 |
| accomodation  | 0.00 |   | Entries fee fri pm | 0.00 |
| Travel/ meal allowance & carpark @£5 per night | 0.00 |   | Entries fees Sat 14th (Long National) @ £13 | 0.00 |
|   |   |   | Lunches booked by archers | 0.00 |
| **sub total** | 0.00 |   | Camping booked by archers | 0.00 |
| **Travel - work party -**  |   |   |   | 0.00 |
| Workparty @ 0.40p per mile n/a |   |   | **Entries by Cheque** |   |
|  | 0.00 |   | Entries fees Wed 11th Longbow @ £15 | 0.00 |
| **sub total** |   |   | Entries fees Wed 11th Longbow am only @ £8 | 0.00 |
| **Stock Items - (part already paid for \*)** | 0.00 |   | Entries fees Wed 11th Longbow pm only @ £8 | 0.00 |
| No x Medals x @ 1.20  | 0.00 |   | Entries fees Thurs 12th & Fri 13th (York/Hereford) @ £38 | 0.00 |
| faces - from x @ x  | 0.00 |   | Entries fee thurs pm | 0.00 |
| new waterproof faces x 20- Quicks | 0.00 |   | Entries fee fri pm | 0.00 |
|  | 0.00 |   | Entries fees Sat 14th (Long National) @ £13 | 0.00 |
| **sub total** | 0.00 |   |   | 0.00 |
| lady champion brooch (inc date bars 21 & 22 ) |   |   | Lunches booked by archers n/a | 0.00 |
| **sub total** |   |   | Camping booked by archers n/a | 0.00 |
|   | 0.00 |   |  |   |
| **TO expenses** |   |   |  |   |
| travelling  | 0.00 |   | **sub total** | 0.00 |
| paper  | 0.00 |   |  |   |
| printer ink | 0.00 |   |  |   |
| Engraving refunds-  | 0.00 |   |   |   |
| sundries 1-  | 0.00 |   |  **Total Income** | 0.00 |
| sundries 2-  | 0.00 |   |   |   |
| sundries 3 - | 0.00 |   |   |   |
| Lady P gift - | 0.00 |   |   |   |
|   | 0.00 |   |   |   |
| Judges Gift - | 0.00 |   |   |   |
|   |   |   |   |   |
| **sub total** |   |   |   |   |
| **others** | 0.00 |   |   |   |
| **sub total** |   |   |   |   |
|  | 0.00 |   |   |   |
| RS status | 0.00 |   |   |   |
| postage to  | 0.00 |   |   |   |
| postage to  | 0.00 |   |   |   |
| **sub total** |   |   |   |   |
|  | 0.00 |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
| **Total Expenditure** | 0.00 |   |   |   |
| **Total Profit/ Loss** | 0.00 |   |   |   |
| **cash retained** | 0.00 |   |   |   |
| **Please note the below could have been claimed from the meeting** | 0.00 |   |   |   |

## SCAS Event – Tournament Close down - Example

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  | **Tournament Sign Off Sheet** |  |  |  |   |
|   |   | **Name of Tournament** |  **Date of Tournament** |  |   |   |
|   |   |  |   |  |   |   |
|   |   | **TOURNAMENT CHECKLIST** | **Date** | **Y/N or N/A** |   |   |
|   | 1 | Tournament Organisers Report |   |   |   |   |
|   | 2 | Balance Sheet Completed  |   |   | list of entries min requirement |   |
|   | 3 | Download from Scoring output for completed results |   |   | saved in year folder for reference |   |
|   |   |   |   |   | published on SCAS website |   |
|   |   |   |   |   | published on Ianseo website |   |
|   | 4 | Returns sent to AGB Lilleshall |   |   | no's of archers per day |   |
|   | 5 | Record Booklet sent to AGB |   |   |   |   |
|   | 6 | Record Claims forms Photocopied |   |   | emailed  |   |
|   | 7 | Score Sheets Photocopied for TO file |   |   |   |   |
|   | 8 | Record Claims sent to AGB |   |   |   |   |
|   | 9 | Original Score Sheets attached to Record Claim forms |   |   |   |   |
|   | 10 | Cash Entries sent to Treasurer - via TO's personal account or paid into SCAS bank account |   |   |   |   |
|   | 11 | Expenses sent to Treasurer  |   |   |   |   |
|   |   | Judges- travelling/ accommodation |   |   | emailed |   |
|   |   | TO expenses |   |   |   |   |
|   | 12 | Refunds Agreed by TO |   |   | Authorised by Treasurer |   |
|   | 13 | Survey Data Analysed | n/a | n/a |   |   |
|   | 14 | Invoice received from DC Leisure |  |   | forwarded to Treasurer |   |
|   | 15 | Invoice received for target hire - Tenzone |  |   | forwarded to Treasurer |   |
|   | 16 | Invoice received for trophies -Shotbowl |   |   | forwarded to Treasurer |   |
|   | 17 | Delete all personal data not required for reference and/ or previous year scoresheets |  |   |   |   |
|   |  | Signed as completed | …………………………………………….. |   |   |   |
|   |  | Print Name | **…………………………………………** |   |   |   |
|  |  |  |  |  |  |  |

## SCAS Event – Filming/Photography Register

Appendix N to the Archery GB Safeguarding Children and Young People Policy

SCF 05 – Photography and Filming Consent Form

Archery GB Safeguarding Children and Young People Policy

SCF 05 Photography and Filming Consent Form – October 2014

This information will be stored as in line with the Data Protection Act 2018

**PHOTOGRAPHY AND FILMING CONSENT FORM**

**Organisation Information(Club/County/Region/Academy/Tournament etc)**

Organisation Name:

In accordance with the Archery GB Safeguarding Children and Young People Policy, we will not permit

photographs or other images of children/young people to be taken without the consent of the parents

/carers and the child/young person.

The Archery GB Guidance Document (SCG 05) Photographing/Videoing Children and Young People in

Sport should be read in conjunction with this Consent Form.

The Organisation and Archery GB will take all steps to ensure these images are only used for the

purposes they are intended. If you become aware that these images are being used inappropriately

you should inform the Organiser and Archery GB Membership Services immediately.

**Consent Information**

**To be completed by Parent/Carer :**



I consent to.................................................................................................... (Organisations Name)

Photographing/videoing ................................................................(my child/young person’s name)



I have read/am aware of the Archery GB Guidance Document (SCG 05) Photographing/Videoing

Children and Young People in Sport

 I have read/am aware of how the organisation will use these images in future

**To be completed by the Child/Young Person :**



I ..........................................................................................................(Child/young person’s Name)

consent to .....................................................................................................(Organisations Name)

Photographing/videoing my involvement in archery



I have read/am aware of the Archery GB Guidance Document (SCG 05) Photographing/Videoing

Children and Young People in Sport

 I have read/am aware of how the organisation will use these images in future

Child’s Name Signature Date

Parent’s Name Signature Date

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