



NASP® Tournament Manual

A Guide for a NASP® Sanctioned Tournament



I. Introduction

Since 2002, thousands of schools and millions of students throughout five countries have participated in the National Archery in the Schools Program (NASP®). Many have stated that NASP® is the most successful shooter development program in history. Educators, conservationists, and students alike offer tremendous praise when asked to describe their experience with NASP®. However, even though the successes are many, there are still many more schools and students that could benefit from this exciting program! And while the program has covered much ground, there are still some who have yet to discover the current and potential impact of NASP®.

Several components have led to the success of NASP® over the past several years. Standardized equipment, training, and curriculum has allowed for maximum participation and simplicity for students, coaches, and schools. In addition, the NASP® has proved to be an exceptionally popular tool to generate excitement, promote regular practice, create NASP® clubs, and to bring together participating schools from all over the country. The NASP® is not necessarily an end in itself, however it is a tremendous culminating event to reward the hard work of NASP® archers everywhere.

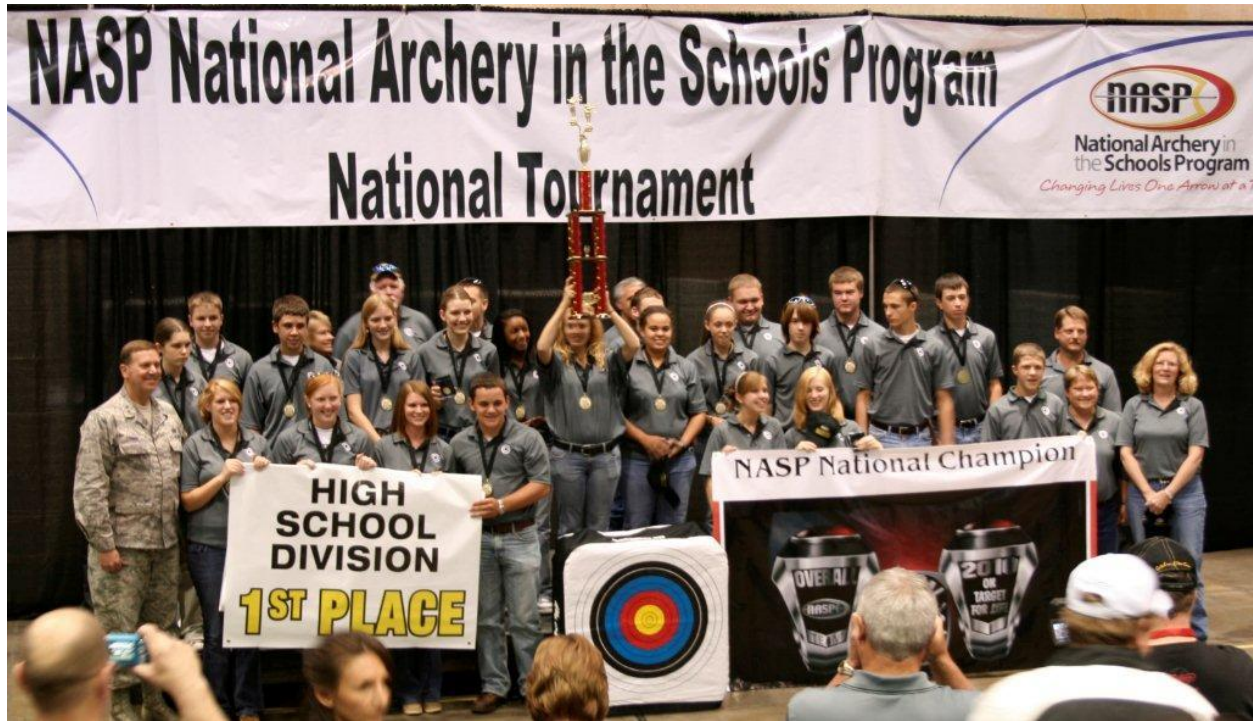
The purpose of this manual is to provide instruction and tips in conducting a highly successful NASP® tournament. Depending on size of your program and the number of participants, the size, length, and details of the tournament will change. For instance, if you have just begun the NASP®, you may only have a couple hundred shooters or less which means you can conduct your tournament in a smaller venue with less manpower. However, you may have a veteran NASP® and have a couple thousand! In this case your venue may be larger, the tournament length longer, and the tournament will require more help.

This manual will cover a variety of topics and will attempt to be as comprehensive as possible in speaking to every circumstance a coordinator may encounter, and it will certainly provide answers to the most important questions, such as: What do I need to know in preparing for the tournament? Who participates? What are the financial considerations? How long should the tournament last? and much more. After following this manual, a new NASP® Coordinator

will be able to conduct a successful NASP® tournament! It should be noted that this manual is a representation of the NASP® National Tournament. Rules, recommendations, and procedures are specific to the national program.



II. NASP® Tournament Participants



A. Team Aspects

NASP® wants to make sure that anyone who would like to participate in archery gets an opportunity. Therefore, many of the tournament regulations are in place to ensure that all sorts of students can participate, not just the elite archers. However, it is also important to note that due to the success of the program and the number of participants, NASP® is unable to accommodate every archer in the tournament. For this reason, there must be limits based on score and positioning to which teams advance to regional, state, national, and world tournaments. For a detailed look at the official NASP® Rules and Regulations, see Appendix A at the back of this manual. Below is a list of some of team regulations as it relates to participants.

1. **A team must come from NASP® participating school.** In relation to the national tournament, as school must be from a NASP® participating state as well. It is important to the integrity of the program and the overall mission of NASP® that all teams, or individuals, have come from schools that have conducted the NASP®, in school, during that school year.

2. **A team and its members must be in grades 4-12.** While some elementary schools and colleges use NASP® instruction and equipment, the tournament only allows for those participants in grades 4-12. See Appendix A under "Tournament Rules" to see exceptions.
3. **1st place teams in Elementary (grades 4-6), Middle (7-8), and High School from NASP® State or Provincial tournaments can participate. In addition:**
 - a. Teams with the following qualifying scores (qualifying score = sum top 12 archers with at least 4 of the opposite gender) may participate:
 - i. Elementary School qualifying score is 2,800 points
 - ii. Middle School qualifying score is 2,900 points
 - iii. High School qualifying score is 3,000 points
 - b. Male & female Individuals who place 1st-5th in 4th, 5th, & 6th grades and, Middle, and High School Divisions may also participate
4. **A NASP® Team consists of 16-24 students, at least 5 of which must be of the opposite gender.** This regulation is especially important to the mission of NASP®. Considering that only the top 12 individual scores count for the team (which must include 4 of the opposite gender), it would be easy, and more cost effective, for schools only to select their top 12 shooters to participate in the tournament. However, NASP® wants everyone to get to experience the thrill of participating in an archery tournament. So while some of those archers on your team may not have the top score, they have still had the opportunity to participate with others in the tournament and can experience success! In addition, NASP® is a co-ed program! NASP® wants to make sure that no matter if a student is a girl or a boy, that student will have an opportunity to participate in a meaningful way towards the team's success.
5. **If a school is of a single gender, opposite gender participants may come from other NASP® schools as long as they are from the same city, county, or school district.** NASP® realizes that not all schools are the same! In this case, accommodations are made so that as many students as possible can participate.
6. **If a school contains less than 150 students (combination of all grades), the team may be comprised of students from other participating NASP® schools in the same city, county, or school district.** In some cases, especially with private schools or home-

school associations, there may be less students to participate than is required. In this case, accommodations are made. These are limited cases so that schools do not join together in order to create an "All-Star Team" and an unfair advantage.

B. Individual Competitors

In addition to team competition, each archer also competes individually. Even though a student's team may not have placed high enough in their state tournament, as long as the male or female archer places 1st-5th in the elementary, middle, or high school division, they may also participate in the national tournament.



III. Tournament Preparation

There are many items of preparation that must be taken into account as a coordinator is planning for their tournament. From venue size to number of quivers, each detail should be worked out far enough in advance to accommodate any changes that need to be made in the final weeks leading up to the tournament. A particular tournament's success is highly dependent upon the amount of time taken in preparation. Below you find a number of items that will help you on your way to planning a very successful archery tournament.

A. Choosing a Venue



The venue that is chosen for the archery tournament is dependent on a variety of factors including number of archers, cost, accessibility, safety, availability, and more. If the venue is too small for the number of archers participating, then your tournament may take too much time. If the venue is located in a congested and inaccessible location, it will be difficult to navigate and park school buses in addition to spectator parking. The following are a variety of criteria related to venue choice in order to help the coordinator select the appropriate location to hold an archery tournament.

1. **Venue Size:** the size of your tournament is dependent upon the number of shooters, spectators, and the desired length of the event. Tournaments can be hosted in traditional gymnasiums, small convention centers, and large Exposition Centers.
 - a. **Traditional Gymnasium:** Traditional gymnasiums are popular for regional tournaments or small state tournaments because the venue is easy to manage, you generally need less equipment to hang arrow curtains, and they are cost effective. However, you are limited both in the number of shooters that can participate and spectators to watch. If you decided to hold your tournament in a traditional sized gymnasium, with a basket ball court that is approximately 80 feet, and your flights consist of one (1) line of shooters, you will be able to host approximately 450 shooters in your tournament over the course of two (2) 9 hr days (16 targets,

32 shooters per flight, 14 flights, 75 minutes each). This would certainly fit a regional tournament or a smaller state tournament. However, once you start moving past 9 or 10 hours for your tournament, and more than 2 or 2.5 days, it begins to wear on volunteers and participants. In addition, the size of a gym limits the organizers the option of including on-site vendors, extracurricular activities, and food vendors.



- b. **Small Convention Centers:** Smaller convention centers can also be host to archery tournaments. Convention centers are more accommodating for groups larger than 500 not to mention the increased number of spectators that will surely attend. The convention center will have more room for vendors, sponsor booths, food vendors, and extracurricular activities. In this type of venue, you could have well over a 1000 participants shooting and at least that many spectators in attendance. However, there are a few potential drawbacks. Many convention centers are located in the heart of the host city which can cause complications for the mobility and parking of school buses in addition to the drop-off and pick-up of students. Furthermore, a convention center will generally cost more and scheduling can pose problems.
- c. **Large Exposition Centers:** Large exposition centers, much like the facility that has hosted the NASP National Tournament in Louisville, KY the past few years,

is an ideal facility to host large numbers of students, spectators, vendors, and extracurricular activities in a relatively short amount of time. Many times, these facilities are located on the outskirts of cities to accommodate traffic flow and lodging. If planned correctly, a large exposition center could host over 5,000 archers in less than two days! But, as with the smaller convention center, cost can become a major factor and scheduling becomes more of an issue considering that each state may only have a couple of venues of this size.

2. **Safety:** Safety is a critical issue when considering the venue that will host your tournament. There are several key components that a coordinator will want to consider as they are assessing venue possibilities.
 - a. **Pedestrian Traffic:** Depending on the facility, spectators and participants, traffic within the location could pose problems. For instance, if you are located in a gymnasium and you need a large shooting line, there may be too many entry points causing the shooting direction to be unsafe.
 - b. **Accessibility of Restrooms:** Some venues may cause you to hang your arrow curtain in front of public restrooms. If there are not restrooms in another convenient location, some participants and or spectators may feel the need to sneak behind the curtain during a break to use the restroom unbeknownst to the range officials. This could cause a serious problem. Restroom accessibility is an important safety concern that could cause organizers to keep looking for other locations .
 - c. **First Aid:** While archery is one of the safest sports in existence, it is imperative to have adequate access to first aid in order to cover any unforeseen circumstances. It is possible that a spectator or archer may become ill during the course of the tournament and while many of the ailments will most likely be minor, it is important to ensure that your first aid personnel are ready for more serious situations such as heart attacks, seizure, allergic reactions, etc. While no one desires to have to use the first aid resources, it will increase the comfort level of parents and coaches if its available.
3. **Accommodations:** When selecting a venue, many people would tend to focus primarily upon the location that the actual event will be held. They'll ask questions like: What

does it cost? Will it hold enough shooters? Is it easy to control the safety aspects?

However, another important consideration is the distance from hotels, restaurants, and extracurricular activities, the cost of the accommodations, and the location in comparison to the distance travelled by the schools participating.

- a. **Location of venue within the state:** This component of planning is equally as important to that of choosing a venue to accommodate your shooter number. If the venue is too far away for a large number of participants, you will have to 1) make sure that their shooting time is assigned to allow the school to arrive at the tournament, and/or 2) ensure that there enough hotels that can handle a large group of students for a night, and/or 3) risk sacrificing the participation of some of the schools that can't afford the trip to the tournament. Even for in state travel, certain states are large enough that it would require a great deal of time and fundraising to allow an entire team to participate in the tournament if they had to travel more than a few hours to the location. By choosing a location that is centrally located, you have the best bet of reaching students from across your state. However, sometimes the venue size and those participating will dictate the location and you may not be able to prevent from having your tournament in an inconvenient spot for some schools. However, when it is possible to accommodate, it is best.
- b. **Hotels and Restaurants:** Another consideration to make is the number of hotels and restaurants in an area. If you do have several teams spending the evening for the tournament, you will need to secure rooms for these teams, or at the very least, host the tournament in a location that is not too remote from lodging. Hotels that are just a few blocks from the venue are best due to the lack of traffic a school bus will have to negotiate. However, the closer the hotel, generally the cost will be more. In addition, by hosting the tournament near local restaurants (preferably in walking distance) teams can eat lunch and dinner together and nearby so as not to complicate travel logistics.
- c. **Cost:** We've already mentioned cost before but by planning ahead and securing reservations in advance, many hotels will offer discounts based on number and

nights. Check with businesses to see if they give special rates to non-profits and/or school groups.

- d. **Extracurricular Activities:** If your tournament will be lasting more than one night, it might also be a wise decision to determine if there are any nearby attractions that could give the teams something to do while they wait to shoot (if they arrived early) or after they are finished (if they shot early). Many cities where your tournament might be located are near zoos, amusement parks, museums, and other attractions. By speaking to these groups in advance, you might even be able to obtain discounts for the students participating which adds even more flair to your event!

4. **Tournament Promotion:** Promoting your archery tournament is exceptionally important to achieving the number of participants you need to have a successful event. If the tournament is poorly promoted, teams will not have the lead time in order to raise money to attend the event or to set-up travel accommodations. In addition, by promoting your tournament well, and creatively, you are able to generate a level of excitement among your archers to ensure that those teams who may have not had the motivation to participate before, will be caught up in the enthusiasm and will make sure that they can come! Also, even those folks who are not participating -- parents, teachers, local businesses, and others -- will also be intrigued by all the positive press which will only benefit your program in the future! Below are some things to keep in mind as you are planning.

- a. **Social Networking:** Love it or hate it, social networking is here and is a powerful tool. Companies, universities, and non-profit organizations are using these popular websites to get their information out to their audience. With nearly 500 million users, there is a good chance that your archers and coaches are on Facebook, Twitter, and other sites. Considering this, regular updates to your networking pages will keep your participants informed and excited about the event.
- b. **Flyers and Brochures:** In addition to social networking, it is important to share important dates with your participants and volunteers through traditional flyers and brochures. While social networking is certainly important, it is a momentary

reminder while flyers and brochures can be saved and placed on bulletin boards and/or calendars.

- c. **Mass Emails:** Especially as you get closer to your tournament, it is important to keep your participants, volunteers, and others up to date with changes or important details through email. This is still and efficient way to communicate and promote your tournament.
- d. **Leg Work:** In the end, there are numerous ways of promoting your tournament and the program over all. However, the quality of your program is highly dependent upon the communication with the participants and volunteers. This requires many hands on board and a tremendous amount of leg work. Of course, your work in promotion could decrease as you have successful events. Annually, participants begin to anticipate the events and you begin providing more updates than promotion. Success leads to success and word of mouth can have a huge effect!

5. **Tournament Financing:** Financing the tournament is always a major item to address. Most organizations who adopt NASP would like to be able to break even on the costs of the tournament. If some net gain is generated after the completion of the tournament, this is beneficial because it can be used to improve the program and decrease costs for future tournaments. In order to help pay for the tournament, there are several approaches to take.

- a. **Donations:** When possible, seek donations from companies that will be willing, for some advertisement space, be willing to provide some monetary assistance to help in conducting the tournament. Local banks, restaurants, department stores, and even individuals who have a passion for students may be willing to cover a portion of the expenses for the tournament. In some cases, the venue itself may be available to non-profit organizations if a large audience is generated.
- b. **Registration Costs:** None of the participants expect to shoot for free. As with any sport or activity, there is a cost to help it succeed. If you expect to have a large number of students, it is possible that you can offset your expenses by your individual registrations. In fact, if through donations you are able to take care of many of your expenses, you can generate future funds using registration, or if

that's not necessary, lower the cost of registration for each student. However, if your expenses are too high, you should be careful not charge too much for registration just to cover costs. If the tournament is cost prohibitive for archers, your will have lower attendance and the overall quality of the event is diminished.

- c. **Spectator Fees:** At most sporting events, spectators expect to pay something for the event. This can also be good source of funding to help offset the costs of your tournament. Most people will be willing to pay up to about \$5-7 to root for their child and team. This becomes a significant amount of money as your event grows.
- d. **Vendors:** Generally speaking, vendors will not provide tons of money to help support your event by merely purchasing space for the event. However, many of these vendors would be willing to donate money to tournament (especially if there is a tax incentive) in order to secure space. With enough vendors, you can at least cover the cost of your total vendor space and provide a positive extracurricular activity for your archers as they wait to shoot or the results. However, if you have a vendor booth that sells tournament memorabilia (t-shirts, hats, bumper stickers, decals, etc.), you can generate a significant amount of money.
- e. **Extracurricular Activities:** By providing other activities such as interactive games, 3D Archery, and other contests, participants can stay busy during the downtime and provide a little bit of money towards the tournament at the same time. This will generally not be a huge boost to your finances, but as you begin accumulating money from all your sources, you will see that every bit helps.

6. **Incidentals:** In addition to all the above items, there are a few other items to cover as you are preparing to implement your tournament. Without a doubt this manual will not cover all the items that pop up, especially considering that each tournament will present its own set of challenges, however these few incidentals are exceptionally important to take care of in the preparation phase so that your tournament will go off without a hitch.

- a. **Awards:** In the [appendix](#) you will find a complete list of awards that is given at the conclusion of the tournament. However, when considering awards, it is

important to hand out enough awards to maintain a broad level of excitement in the tournament but not so many that you dilute the magnitude of the award. Generally speaking, individual awards will be trophies or plaques and team awards can be medals or ribbons. Team awards are always co-gender while there are separate awards for female and male individual divisions. In addition, each of these awards will be duplicated for each grade division - elementary, middle, and high school. Other types of awards might be school banners that can be hung in the gymnasiums of the awarded team, archery equipment to successful archers, and/or scholarships to teams or individuals. In any case, make sure that you have your awards in hand a few weeks ahead of the tournament to ensure that there are no broken awards or defective items. It's not nearly as exciting when you tell a winner that their award will come in the mail!

- b. **Spirit Award:** This award deserves its own category because it really does embody the "spirit" of NASP. The Spirit Award is reserved for the team that displays the most "spirit" during the course of the entire tournament. This involves cheering for teammates and other teams, mascots, dress, team conduct, and sportsmanship. Make sure that you have judges picked out well prior to the tournament so they can make plans to keep an eye on these teams that display high spirit. This will be the award that generates much enthusiasm during the event!
- c. **Banners:** Not only do banners provide color and some excitement to the decor of your tournament, but they can also be very helpful in acknowledging vendors, businesses, and individuals who have contributed to the success of your tournament as well as providing direction to participants. Banners from supporters can be hung high on the safety curtain for all shooters and spectators to see while providing positive publicity for those who help make NASP possible. In addition, colorful banners that detail where registration, first-aid, the equipment station, break room, coaches review, and restrooms are can be helpful in providing more information to your participants and causing less disruption to those in charge.

d. **Food:** Having the appropriate food resources is exceptionally important.

Depending upon your venue, you could potentially allow teams to bring their own boxed lunches or be able to provide vending that will help pay for your tournament. In addition, if you are in a convenient location, teams and individuals could leave during downtimes and eat at local restaurants. However, if you are at a venue that has contracts with food vendors, you may be tied to their services which means you will have to use their vendors. These are important items to know well in advance so that rules aren't broken. If you are under contract with the venue's vendors, you may be charged a fee of patrons bring their own food. Check with your vendor to determine what is allowable. But either way, ensuring there is enough resources, with a variety of choices, is important to the overall success of the tournament!

IV. Tournament Implementation



2nd Annual NASP® October 8th & 9th 2010 ESPN's Wide Word of Sports – Orlando, Florida Changing Lives...One Arrow at a Time!

Thorough preparation simplifies the implementation process. If done correctly there are fewer unknowns that you have to concern yourself with. Your preparation is the time in which you make sure that all your components are in place for an easy transition to implementation. The implementation phase occurs just prior to the tournament conduction and is a very important step that reduces confusion during the actual tournament. So, you have made all the preparation necessary to secure an appropriate location for the tournament, the promotion is complete, and you have an idea of how the funding will occur. Now, it is important to implement your workforce and register your students.

1. **Volunteers:** Unless you have a large workforce within your organization that will pay for the time and effort of your workforce, volunteers are critical for the success of your tournament. Depending upon how many shooting lanes you have available and how much time your tournament will take, your volunteer group number could vary greatly.

In order to ensure that your tournament runs smoothly, you'll need to recruit enough volunteers and train them effectively.

a. **Recruitment:** There are many places that you can recruit your volunteers. Make sure that you begin recruiting with enough time to offer training and allow the volunteers to find lodging. In addition, make sure to send tournament rules, directions, schedule, Below you will find some areas from which you can recruit. This is not an exhaustive list but it is a good place to start:

- i. local school officials
- ii. sportsman clubs
- iii. churches
- iv. parents
- v. local 4H groups
- vi. Boy Scouts
- vii. YMCA

b. **Worker Training:** Of course, there are many people that are identified by the groups above who have never participated in archery at any level. You would hope that the volunteers that have joined your ranks will come to the tournament with some form of instruction available to them so that there will be little confusion on the floor. There are three ways to insure that you have the best workforce possible:

- i. **Certification:** The higher number of certified instructors that are on your volunteer roster will simplify matters for you. Especially for those jobs that require some supervision of other volunteers, your certified instructors will make a good fit. If at all possible, prior to the tournament, you could organize a BAI certification course to prepare them for the tournament. In addition, you will have now have even more people in your ranks who are capable of working with NASP following the tournament.
- ii. **Tournament Training:** Regardless if your group of volunteers are certified, it is a helpful procedure to have a short (2-2.5 hour) training that specifically relates to the tournament. This training will cover all of

the duties on the floor, particular procedures that will take place, and the rules of the tournament. For those folks who have been certified, this will be a great reminder. For those who are not certified but who have a desire to help, this will get them on the same page as those who are trained.

iii. **Tournament Training Briefing:** This is a brief time of instruction (no more than 30 min.) on the day of the tournament, prior to the kick-off. This briefing will cover the highlights of the tournament rules, procedures, and duties. This is a reminder for all those who have been trained of all the most important facets of making the tournament as smooth as possible.

iv. **Worker Pairings:** For those who are less experienced, it is a good idea to pair them up with volunteers who are more experienced with the tournament and with NASP. If you have them listed as lane officials, you can pair them with other officials who are more seasoned to add a bit of assurance to those who are new. Generally after the first flight, most people feel very comfortable with their role.

c. **Stations and Jobs:** The number of shooters you wish to have at your tournament will determine the amount of volunteers you will need to support the event. If you have only a couple hundred, some of your volunteers may be able to do more than one job without feeling overwhelmed. If you have many more than that, each job becomes more intense, leaving it more organized if each person performs one duty. Below are listed some of the positions that volunteers or paid staff will operate.

i. **Tournament Coordinator (TC):** This is the person who is in charge of the entire event. The TC is generally the person that takes care of organizing all the preparations prior to the tournament, recruitment, and promotion. However, during the conduction of the tournament, the TC should delegate as much responsibility as possible with the specific tournament duties so that they can oversee the entire event and take care of minor or major problems that may arise during the tournament.

- ii. **Registration Personnel (RP):** The RP is the group of people responsible for checking in teams, handing out tournament packets and tournament t-shirts, and answering any questions about tournament incidentals. These people generally will have very little to do with the tournament technicalities (scoring, disputes, rules, etc.) but will make sure that all teams are present, money is collected, and administration is dealt with.
- iii. **Scorers:** The scorers are responsible for tallying the results of the individual shooters. Hopefully you are able to score your cards digitally and the scorers are merely responsible for collecting the cards from Lane and Range Officials and/or taking care of any mistakes on the cards (i.e. shooters forgetting to mark their shooter number), and then running them through the computer. However, if you don't have the ability to score the cards digitally, your scorers will be responsible for calculating the results manually. If you don't have a huge number of students, this calculation will not result in an inordinate amount of times, bearing in mind that you have enough scorers. But, if you are dealing with hundreds of shooters, it could potentially be too much time to handle without digital equipment.
- iv. **Coaches Review:** In addition to a scorer's room, it is important to have a room for coaches to take their final results, view scores, and ask questions about results away from the action. It is important to have some volunteers that are very familiar with the rules and scoring so that if questions arise they will be able to answer them in a timely fashion. Coaches Review sessions take place one hour following a team's time to shoot. During that time, the coach of a team can go to this room and review the results and resolve any concerns that have arisen.
- v. **Tournament Announcer/Range Operator:** The person performing this duty is responsible for informing teams, shooters, and spectators about particular items during the tournament over a sound system. This person will announce the Flight number, the End number, particular alerts, tournament info, times and other pertinent information. A script is

located in the back of this manual for your Range Operator to use. The most important responsibility of the Range Operator is to perform the whistle commands for shooters and keep an eye out for safety concerns. In fact, many times it is important for there to be two Range Operators in order to have more eyes available for safety.

- vi. **Lane Officials (LO):** The LO is the individual that is responsible for a particular number of lanes (generally at least 2 and no more than 6 if possible) and shooters (two shooters per lane). The LO will be in charge of equipment inspection prior to shooting, supervising shooting during the tournament (ensuring safety), scoring the targets (if that is the protocol) or supervising the students while they score their arrows, and make sure that scorecards are filled out and collected properly. It is exceptionally important that your LO's understand the rules, scoring procedures, and safety components.
- vii. **Range Officials (RO):** The RO is the individual that the Announcer or Range Operator will be looking to in order to determine if it is safe to shoot and safe to retrieve arrows. Generally you will have one RO for every 7-10 LO's. The RO will be individual that collects the scorecards from LO's, indicates with a signal to the Range Operator that the range is ready or not, answers questions pertaining to rules and technicalities, and generally supervises the LO's making sure that they don't need assistance and that they are receiving enough breaks.
- viii. **Range Supervisor:** This person supervises the entire range operation. This person should be at least BAI certified but higher certification is even better. The Range Supervisor is in charge of making sure that all of the LO's and RO's have everything that they need in order to be successful. The Range Supervisor is the main communication between the range staff and other event staff. During the course of the tournament, the Range Supervisor may have to play the role of a LO or RO as breaks are needed, troubleshoot problems when they arise, and communicate to other event staff during the course of the tournament.

- ix. **Equipment Station:** The volunteers at the equipment station are responsible for checking out loaner bows, replacement targets, additional arrows, and bow repairs. Those manning the equipment station should be adept at quickly repairing rests, serving, and taping sight windows if necessary.
- x. **Break Room:** It is also important to have a group of volunteers in charge of the break room. While your venue may provide food for the event, your event staff will want to have a special room to get away from the crowd for some time. If you have a group of volunteers dedicated to this room, you will be able have the room stocked and ready for drinks and snacks during the tournament
- xi. **Set-up and Tear-down Crew:** Generally, everyone that works the tournament falls into this category. Hopefully you have enough lead time so that volunteers can take off an extra day of work if necessary to help set-up the tournament the day before and then stick-around after the awards ceremonies to tear down and load up the trucks. Most anyone can help in this regard but it is beneficial if you have a few folks with trailers or who can drive forklifts to load targets and larger items. The more volunteers you have, the quicker set-up and tear-down takes. Usually your Tournament Coordinator or Range Supervisor (or both) will help supervise the set-up so that the range follows NASP regulations and a plan is in place following the tournament so volunteers know where to go once the tournament is over.
- xii. **IMPORTANT NOTE: Remember to recruit more volunteers than you need. Especially for LO's and RO's, it is a good idea to have built in breaks every other Flight. So in as sense, a person will work two Flights and then take a break for one.**

V. Tournament Conduction

Once all the tournament preparation is completed, the day of the tournament has arrived and you are prepared for success. If your preparation and training has been productive and thorough, then all volunteers should know their role and the event should function without many hitches. Of course, there are always unknown details that you aren't completely aware of but because you prepared so well, you will now have the time and focus to deal with those issues as they arise.

The best way to outline the tournament conduction is to start from the beginning of the tournament and run through to clean-up. **Within the appendix at the back of this manual there is a proposed schedule of Flight times, an announcer script, awards script, and other important items.**

1. **Shooters arrive:** As buses begin pulling up, teams will begin to hop off and arrive at the Registration Desk. Some teams will show up very early, and others will show up just before their Flight time. It may be helpful to mandate that teams must show up at least **1 hour prior to their scheduled Flight**. This will allow your event staff to know if students will or will not be showing up and give them time to fill out their score cards and shooter packets. Shooters will approach the Registration Desk and will look for two major items: their tournament t-shirt (if you supply one), and the shooter packet. Once teams are registered, they can enter the range and begin getting situated to start the tournament. **If possible, students that need their equipment looked at for tape on the sight window or who need repairs should visit the equipment station prior to their start time to save valuable shooting time.**
2. **Announcer makes preliminary announcements:** At this time, your Range Operator or Announcer will make any pertinent announcements to begin the tournament and each Flight. He/She will remind students to put their bows/arrows on the rack or in the quiver at least 15 minutes prior to the Flight and will instruct LO's and RO's to perform an equipment check. The Announcer will remind students of whistle commands and any other comments that will help the tournament go smooth.

3. **Equipment Check:** Hopefully all the students have prepared their equipment so that it follows protocol. However, before each Flight, teams will place their bows on the bow racks at least 15 min. prior to the beginning of their Flight so that officials can inspect the equipment. Key things to look for scratches or sight marks on the Face of the bow, stabilizers, sights, the correct model of bow, NASP approved rests, brass nock locaters, NASP approved arrows, and other items that may or may not fit into the equipment standards (these items as well as others are contained in the **Worker Checklist** in the appendix). If a problem is found, then that bow or arrow must be fixed or replaced prior to shooting. Considering that each target and lane will have two archers shooting at the same target, it is important that the LO's check that the arrows in each lane are of different colors so that they will be able to tell them apart in the target.
4. **First Flight:** Following the equipment check, students will line up behind the waiting line and wait for the signal to get bow. The Range Operator will take the cue from the RO's to see if the line is ready, either by coded flags or raised hands. Now the process will proceed as follows:
 - a. **First 10 Meter Practice End:** The first end of 5 arrows will be practice from 10 meters.
 - b. **Second 10 Meter Practice End:** After the students have shot their first practice end, they will then proceed to shoot a Second 10 Meter Practice End.
 - c. **Three 10 Meter Scoring Ends:** Following the two 10 meter practice ends, three 5 arrow scoring ends will be shot and scored. The shooter should call out their own arrow score, while the partner from another team marks the score card. Once the first archer's arrows are scored, they will switch places and score the next 5 arrows. If everyone agrees on the scorecard, they will then take their arrows back to the line and get ready for the next End. **LO's should be present to ensure that there is no intimidation occurring, that archers don't need help scoring or pulling arrows, or, if there happens to be only one archer at the target, score that archer's arrows.**
 - d. **15 Meter Practice End:** Once you have finished the 10 meter scoring ends, students will move their quivers to the 15 meter shooting line and will be directed to shoot one 5 arrow practice end at that distance.

- e. **Three 15 Meter Scoring Ends:** Following the practice end, the archers will then proceed to shoot three 15 meter scoring ends and scores them as they did during the 10 meter round.
 - f. **Important Note on Scoring:** The NASP target has 10 scoring rings from 10-1, inside-out. Arrows that TOUCH THE LINE will always get the higher score. For example, if an arrow is mostly in the 8 ring but is barely touching the line for the 9 ring, that archer will receive a score of 9.
 - g. **Important Not on Bounce Outs:** If an arrow bounces out of the target during a scoring end, the LO or RO should be aware and can give that archer another arrow during that particular End. If there are any archers that have a bounce out that was not re-shot during the End, then a bounce out End can be shot at that particular distance following the conclusion of that distance's three Ends.
 - h. **Witnessing:** After the 15 meter shooting round, shooters will sign each other's score cards, demonstrating that both are comfortable with the score, and then hand the official card to a LO or RO. At this point, Scoring Officials will then retrieve the score cards and begin calculating results
5. **Following Flights:** Each Flight will take approximately 1 hour and 20 minutes.
Following the first Flight, students have turned in their cards, and students have picked up their bows and arrows, the archers assigned to the following Flights will hang up their bows for equipment check and the steps above will be repeated.
6. **Scoring Room:** Once a Flight is complete, and cards have been collected, Scoring Officials will calculate the cards, either digitally or manually, and then post the scores in the Coaches Review room.
7. **Coaches Review:** One hour following any particular Flight, coaches from teams that shot during that Flight can then go to the Coaches Review room to review the unofficial results before they are posted. At this time, coaches will review each score, ask questions, and then approve or disapprove of the results.
8. **Disputes:** If there is a question about a particular score, then it is dealt with between the Coaches Review officials, the Scoring Officials, and the shooter. If there has been a miscalculation upon a card, then that can be resolved quite easily by recalculating the score. However, if the question is a result of shooter transcription error, it is very

difficult to make changes once the cards have been signed. At that time, any changes are up to the event staff and the Coaches Review Officials.

9. **Official Postings:** Following the Coaches Review, the official scores and standings can be posted at a designated area at the venue. This is where students, coaches and spectators can continually see the updated scores.
10. **Awards:** After all the Flights are completed, an awards ceremony is held. Generally you will begin handing out awards for the younger students and then proceed to the higher ages, ultimately ending with your overall champion. The Announcer will have the students approach the awards podium, receive their award, and then depart so the next award can be handed out. For students who won an award but could not stay, those awards are announced, and then mailed to the schools or student.
11. **Tear-Down:** Following the Award Ceremony, your volunteers will group together to begin clearing out the range. Generally you will divide into groups: Arrow curtains, targets, bow hangers, floor tape, and incidentals. You will want to make sure that your organization has followed the contract of the venue in order to avoid any penalties. If trash pick-up is a part of the contract, make sure to know this.

Appendix A

Logistics, Registration, Rules, and Format – Changes from 2009 in Red

Location & Logistics:

- Directions to the Tournament Site @ www.kyfairexpo.org

- Lodging – Room Blocks will be Announced this Winter
- Things to do near the Tournament Site:
 - Six Flags Kentucky Kingdom – Walking Distance – Discounts Offered – See www.nasparchery.com
 - Muhammad Ali Center – Discounts Offered -- See www.nasparchery.com
 - Louisville Slugger Museum – Baseball bat making tours available – www.sluggermuseum.org
- Parking @ \$6/car/day is available on site.

Who: State & Provincial Championship & Qualifying NASP® Teams & Individuals

1. 1st place Elementary (4th-6th), Middle (7-8th), & High School (9-12th) teams from State or Provincial tournaments
2. Teams with qualifying scores (qualifying score = sum top 12 archers with at least 4 of the opposite gender)
 - Elementary School qualifying score is 2,500 points
 - Middle School qualifying score is 2,600 points
 - High School qualifying score is 2,700 points
 - Male & female Individuals who place 1st-5th in 4th, 5th, & 6th grades and, Middle, and High School Divisions

Competitive Flight Schedule:

There will be only 2 archers in each lane per flight, one each from different schools. If your archers share bows these archers must register for different flight times.

Thursday, May 6th: Set-Up & Practice

5:00pm-5:30pm Practice
 5:30pm-6:00pm Practice
 6:00pm-6:30pm Practice

Friday – May 7th : Practice & Competition -- 3,267 Shooters

8:00am-8:30am Practice
 8:30am-9:00am Practice
 9:15am-10:15am Flight
 10:25am-11:25am Flight
 11:35am-12:35pm Flight
 12:45pm-1:1:15pm Practice
 1:15pm-1:45pm Practice
 2:00pm-3:00pm Flight
 3:10pm-4:10pm Flight
 4:20pm-5:20pm Flight
 5:30pm-6:30pm Flight
 6:40pm-7:10pm Practice
 7:10pm-7:40pm Practice

Saturday–May 8th: Practice, Competition & Awards

8:00am-8:30am Practice
 8:30am-9:00am Practice
 9:15am-10:15am Flight

10:25am-11:25am	Flight
11:35am-12:35pm	Flight
12:45pm-1:1:15pm	Practice
1:30pm-2:30pm	Flight
2:40pm-3:40pm	Flight
4:30pm-5:00pm	Break Ties
5:00pm-5:30pm	Scholarship
5:30-6:30pm	Awards

*NOTE: Team Coach must pick up registration packet in the main lobby at least 1 hour before the scheduled flight time.

Pre-registration – March 1st -31st – Pre-registration will save time when registering

Registration – April 1st -23rd (all times EST)

- Registration will be on-line @ www.archeryintheschools.org
- Access to the registration site will be available to the NASP® school teacher via their BAI registration number
- **Registration will be \$25/student and payable on-line.**
- Each registered archer and up to **2** coaches from each registered team will receive a souvenir t-shirt.
- Coaches will be able to select their desired flight times as they register their archers until flights are full.
- Coaches may register archers for only one competitive and up to one practice flight (practice flights are voluntary).
- **Archers may standby to occupy unfilled lanes once a practice flight has begun.**

Tournament Rules:

I. Participation – Only Students who attend NASP® Schools May Participate

- NASP® Schools: Every competitor must attend a school offering NASP® lessons as part of the curriculum.
- 4-12th Grade Students: Only students who are in grades 4-12 by the date of the tournament may participate.
- A student below 4th grade may participate if **documentation from the school principal is provided to NASP® at the on-site registration desk** indicating the student has participated in the school's NASP® classes and can safely perform all tournament procedures with NASP®-specific equipment.
- A student at a NASP® school that has graduated during (i.e. early) the current school year may, at the discretion of the coach, be registered to participate.**
- Team Size: NASP® archery teams must contain 16-24 students, at least 5 of which must be of the opposite gender.
- Shooting "Up": A student, who by grade would be in a younger Division (elementary or middle school), may shoot "up" for a team in an older Division, if the student is from the same school or same district and both schools offer NASP® as part of the school's curriculum.
- Single Gender or Small Schools: If the school is single gender, opposite gender participants may come from other NASP® schools in the same city, county, or school district. If the school contains fewer than 100 students (combination of all grades) the team may be comprised of students from other participating NASP® schools in the same city, county, or district.

II. Equipment -- Only equipment specified for use in the NASP® may be used in the tournament.

- A. Bows: Only the stock (original), unmodified Genesis™ bow approved for NASP® may be used.
- a. Only thread knots or heat shrink nock locators will be permitted to be used (1 or 2). Brass nock locators are prohibited. Instructions for tying on a nock locator are available at www.nasparchery.com
 - b. The bow must be sight and sight-mark free. Camouflage bows may be used, but the face of the riser window must be covered to prevent camouflage lines serving as sight-marks. Tape or paint placed to cover sight marks must remain in place throughout the competition. Range officials will not cover sight marks. **It is important that archers and coaches check every bow for compliance before their flight time.**
 - c. The bow must be free of draw stops or stabilizers.
 - d. The bowstring and cables may be “after-market” but of the same approximate length.
 - e. The cable guard, slide, wheel, cam, bearings, riser, and limbs must be original and unmodified.
 - f. An archer’s bow may be personalized by painting, stickers, etc. as long as sighting aids are NOT created.
 - g. The arrow rest must be original and unmodified.
 - h. All bows must be on bow racks for range official inspection before shooting begins.
 - i. Once shooting begins no bows may be taken behind the waiting line, without range official approval.
 - j. **Loaner Bows:** Archers are encouraged to bring their own NASP® bows. A very small number of “loaner” bows will be available in case of equipment failures.
- B. Arrows: Only arrows and arrow components approved for use in the NASP® National Tournament may be used.
- a. The only arrows permitted for use in this tournament are the unmodified, Easton aluminum 1820 Genesis arrows. If providing your own arrows, they must be this official and unmodified NASP® arrow.
 - i. Arrow nocks must be the NASP® standard which is glued on a swaged end of the arrow shaft.
 - ii. Arrow points must be the NASP® standard; glue-in, cone shaped and weighing 60 grains.
 - iii. Arrow vanes must be soft plastic, 2.8” long and no more than .5” in height and attached to the shaft with a straight off set of approximately 1.5 degrees. There may only be 3 vanes on the arrow.
 - iv. Arrow vanes may be marked for purposes of identification.
 - v. The arrow shaft may be marked, crested, or taped above the mid-point (towards the nock) for purposes of identification.
 - vi. **Arrow Supplies:** Tournament officials will provide 5 arrows (and replacements as needed) in each archer’s floor quiver. Personal arrows may be used but must meet standards outlined above, be uniquely marked to identify the archer’s arrow, and placed in provided floor quivers.
- C. Accessories: Archers may wear finger tabs, tape, or gloves to protect draw-hand fingers. “No-glove” finger-protection devices may be placed on the bowstring. Archers may wear arm guards. Finger or wrist slings are allowed. **Wrist slings may be attached using the stock bolt that comes with the strap. The bolt must be made of steel or plastic and must protrude one inch or less beyond**

the bow's accessory hole. Mechanical release aids are not allowed. "Sims" vibration dampeners on the bow limbs are allowed.

- D. All bows, arrows, and accessories used by participants may be subjected to inspection, including dismantling at the discretion of tournament officials. Anyone found using disallowed equipment or modifications will forfeit their awards and be disqualified from the rankings. Disqualification may affect their team's rank.

III. Competitive Format

A. Range Set-Up

- a. Targets will be the standard NASP® 80 cm FITA face with 10 scoring rings.
 - b. Target butts will be placed directly on the floor similar to the height of school butts.
 - c. Targets will be attached to the butts approximately 4 inches above the floor.
 - d. The target line will be approximately 2 yards or meters from the target butts.
 - e. There will be 10 and 15 meter shooting lines.
 - f. The waiting line will be at least 4 yards or meters beyond the 15 meter shooting line.
 - g. A "Coaches Alley" will be delineated between the waiting line and spectators.
 - h. Spectator seating will be placed as close as possible behind the waiting line.
 - i. Approximately 234, 5 foot wide shooting lanes will be used with 2 archers assigned per lane per flight.
 - j. Shooters occupying a lane will be from different schools.
- B. **Whistle Signals:** NASP® whistle commands will be used to operate the range.
- a. 5+ whistles for an emergency
 - b. 2 whistles to "get bow"
 - c. 1 whistle to "shoot",
 - d. 3 whistles to "go get arrows"
- C. **Arrows Handling and Moving on the Range:** NASP® safety rules must be followed.
- a. Archers must walk when moving about the range.
 - b. Archers must remain standing when at the targets scoring and pulling arrows.
 - c. While both archers may approach the target when scoring, only one archer may remain at the targets when arrows are pulled. The other archer must be safely behind the target line while arrows are being pulled.
 - d. Archers must cover points with one hand and grasp the shaft below the vanes with the other when carrying arrows.
 - e. The archer must pre-draw, draw, and aim in a manner to prevent the arrow from being pointed above the backstop curtain.
- D. **Order of Shooting**
- a. Each archer will shoot one practice end of 5 arrows at 10 meters and then shoot 3 scoring ends of 5 arrows (15 arrow total) at 10 meters. This will be repeated at 15 meters.
 - b. Archers will have 2 minutes to shoot each 5-arrow end. An alert will be provided near the conclusion of each end. For tournament management purposes, no time clock will be in view of the archers.
 - c. An arrow that bounces off the target may be shot again as instructed by range officials.
- E. **Scoring:**
- a. All arrows must be scored before any arrow or the target's face is touched.
 - b. Beginning in the center of the target, scoring rings are 10, 9, 8, 7, 6, 5, 4, 3, 2, & 1.
 - c. An arrow touching the lines is awarded the point higher value.

- d. An arrow that isn't in a scoring ring is awarded "O" points.
- e. The "X" ring in the center of the 10 is simply scored as a 10.
- f. An arrow that "robin-hoods" another arrow receives the value of the arrow in the target.
- g. An arrow that skips off the floor and strikes the target is scored where it lands.
- h. An arrow that skips off the floor and bounces off the target is treated as a bounce-out.
- i. Summation of the highest 12 individual scores, with at least 4 of both genders will comprise the team score.
- j. Scannable (bubble-type) scorecards will be used. Archers should practice with this type of scorecard before coming to the tournament. Sample cards may be downloaded @ www.archeryintheschools.org
- k. Both archers should walk to the target in their lane.
 - i. Both scorecards will be on the same score board.
 - ii. One archer will call arrows he shot while the other bubbles in the score of these arrows.
 - iii. Archers will then reverse roles with the other calling arrows she shot while the other bubbles.
- l. If archers cannot agree on an arrow's score, a range official must be asked to make the final decision.
- m. The Scorecard must be signed by the archer and lane-mate at the conclusion of shooting and scoring.
- n. Range officials will gather signed scorecards at the conclusion of each flight **at the target**.
- o. Only the student archer and tournament officials will be allowed downrange of the waiting line.

IV. Awards

- 1 team trophy will be awarded to each of the 1st, 2nd, and 3rd place teams in each division.
- Each 1st thru 3rd place teams' members will also receive a medal.
- Trophies & medals will be awarded to 1st - 5th place individual boys and girls in 4th, 5th, and 6th grades.
- **Trophies and medals will be awarded to 1st-5th place boys and girls in the Middle and High School Divisions.**

V. Protest Procedures

- A. Protests may concern scoring or equipment compliance.
- B. A committee will be designated to receive, consider, and resolve official protests regarding the tournament.
- C. Tournament officials will be in the "Coaches Review Room" at least 45 minutes following conclusion of every flight.
- D. Coaches are encouraged to visit the "Coaches Review Room" following each flight before results are deemed final.
- E. Only the officially registered coach of the archery team or individual may file a protest.
- F. The coach may not be accompanied by the archer, a parent, or anyone other than a registered coach unless requested by the committee.
- G. A protest must be received by the committee within 45 minutes following the conclusion of each flight.
- H. Video or other photographic evidence regarding the protest will not be considered.
- I. Decisions made by the protest committee are considered final.

VI. NASP® reserves the right modify, remove or add items as needed. Please go to www.archeryintheschools.org for the latest version of the Official Rules & Regulations. Check back often.

Appendix B

2011 NASP® Nationals

May 13 & 14, 2011
South Wing A, B, & C @ Kentucky Exposition Center
Louisville, Kentucky

Friday – May 13th -- 4,140 Shooters

- 9:00am-10:00am Flight
- 10:15am-11:15am Flight
- 11:30am-12:30pm Flight

Saturday–May 14th -- 2,760 Shooters

- 9:00am-10:00am Flight
- 10:15am-11:15am Flight
- 11:30am-12:30pm Flight

- 12:45pm-1:45pm Flight 12:45pm-1:45pm Flight *
- 2:00pm-3:00pm Flight 2:00pm-3:00pm Flight
- 3:15pm-4:15pm Flight 3:15pm-4:15pm Flight
- 4:30pm-5:30pm Flight 5:15pm - 5:30pm Scholarship
- 5:45pm-6:45pm Flight 5:30pm-6:30pm Awards
- 7:00pm-8:00pm Flight

* This flight will be the last to fill. If unneeded this flight will be a lunch break.

NOTE: Team Coach must pick up registration packet in the main lobby at least 1 hour before the scheduled flight time. Tournament Staff must be on site 60 minutes before flight time.

Appendix C

NASP Tournament

Checklist of Supplies & Equipment

Generic

1. Announcer's Script
2. Tournament Rules Document
3. Range signage (registration, equipment station, scoring room, coaches review, etc.)
4. Registration packets (Rosters, score cards, shooter labels, souvenir, coaches reminders, agenda)
5. Arrows (1 dozen/lane plus 25% extra)
6. Arrow nocks (25% of total arrows)

7. **Arrow Curtains (5 feet times the number of lanes + 10% for loose fit)**
8. **Zip ties for curtains (20/curtain)**
9. **Bow Racks (1/5 lanes)**
10. **Floor tape (30'/lane + 10% - targets, Target L, 10 & 15M Lines, Wait line, & coach alley line)**
11. **Scanners**
12. **Portable printer**
13. **Paper Targets (1/target/2 flights + 25% extra)**
14. **Target pins (4/target plus 100%)**
15. **Target Butts (1/lane)**
16. **Target foam (1/target if needed to reduce bounce outs)**
17. **Target Butt foam straps (2/target if needed to attach target butt foam to prevent bounce outs)**
18. **Lane Quivers (2/lane)**
19. **Storage Quivers (2/bow rack—or 1/3 lanes)**
20. **Score cards (1 shooter + 10% extra)**
21. **Score boards to hold score cards (1-2/lane)**
22. **Pencils, sharpener, misc.**
23. **Identification Vests for Range Volunteers**
24. **Prize Bows**
25. **Black tape to cover sight marks**
26. **Spare parts for bows (rests, strings, cables, cable guard slide, e-clips,)**
27. **Nock locator serving or bow string thread**
28. **Loaner bows (10)**
29. **Medal stand**
30. **Awards**

Appendix D

2010 NASP World
September 14, 2010

Summary of Lane Official Duties:

(For Detail See Following Pages)

Please:

1. Please report to the announcers stand at 7am on the 8th for training—7:30am on the 9th.
2. Report to your lane assignment at least 15 minutes prior to the flight time
3. Replace paper targets if a target's yellow scoring rings are shot out. (Generally every other flight)
4. 5 NASP Arrows should be in each quiver. Whether tournament-provided or personal arrows, they should be distinguishable from one another – different nock or vane color, etc.

5. Inspect bows on the rack to make sure they meet tournament specifications.
6. Scorecards should be placed on scoreboards. One archer in a lane will have a red scorecard. The other archer's card will be green. Place both scorecards on a marker board and place at the bottom of the target both archers will shoot.
7. All archers should be behind the waiting line.
8. Make sure all adults, unless helping a "challenged" archer, remain behind the spectator curtain.
9. Up to two coaches per team can be in the coach's alley.
10. Make sure practice ends are unscored.
11. If an archer's arrow bounces off the target, immediately give the archer another arrow to shoot as long as shooting time hasn't expired. Replace damaged arrows as they occur.
12. Arrows should be scored in a safe, accurate, and timely manner. 2 minutes are allowed to shoot 5 arrows. It should take about 4 minutes to score, retrieve arrows, and return to the waiting line.
13. Scorecards must remain in the custody of range officials. When shooting and scoring has concluded, make sure scorecards have been signed by both archers, give each archer their carbon copy, and give official scorecards to your lane supervisor.

Detailed Instructions—October 2010

Before shooting begins:

Equipment Inspection

1. Lane officials should be at their assigned lanes at least 15 minutes before the beginning of the flight time.
2. Once bows have been placed on bow racks, officials should inspect every bow to make sure:
 - a. The bow is a standard Genesis. Minis and Genesis Pros are disallowed.
 - b. The bow has the standard arrow rest, and is without sights, or stabilizers.
 - c. A limb-attached, "rubber" vibration dampening device is allowed.

- d. The bow has a tied on knot or heat shrink nock locator (or two). **Brass nock locaters are disallowed.**
 - e. The bow is without draw stops on the string or cables.
 - f. If the bow has a wrist strap or sling it may be attached by bolt or screws.
 - g. The bow should be free of sight marks -- found on the face of the sight window. If the bow has such marks, the bow must be removed by the student or coach and such marks covered. **Black tape is available at the equipment station.** Camouflage models, must have the face of the sight window painted or taped.
 - h. The bow may be custom painted as long as potential sight marks aren't on the face of the sight window.
3. We are providing arrows during this tournament but students may supply their own. Make sure:
 - a. All arrows must be the blue or gold aluminum, Easton Genesis.
 - b. All arrows must be full length, with glue or push-on nocks, 2.8"x1/2" vanes (3), and uniquely identifiable.
 - c. Arrows may be identifiable by vane color, nock color, notes on vanes, cresting tape around shaft.
 - d. If the student brings own arrows remove our arrows from the quivers and put in the nearby storage quivers.

Archers in Lane, Score Card Inspection and Placement

1. Most lanes will have two archers, one each from two different teams.
2. Each archer should have an official red or green score card.
3. There should be a label attached to the bottom of the card. **The shooter number should be bubbled on the card.**
4. Place the scorecards for both archers per lane on the scoreboard.
5. The archers will then place the scoreboards and pencil at the base of their respective targets.

Archer Readiness

1. Make sure all archers are completely behind the waiting line.
2. Unless helping a physically challenged archer, all adults must also be behind the waiting line at all times.
3. We have a coach's alley for 1-2 coaches/team . **Coaches may not go downrange of this alley.**
4. Help the archer follow whistle commands from the range operator.
 - a. 2 whistles for "get bow" and walk to the straddle the shooting line – "bows on toes"
 - b. 1 whistle to "shoot" – archers have 2 minutes to shoot their 5 arrows
 - c. 3 whistles to "go get arrows"

- d. 5+ whistles signals an emergency, archers re-quiver arrows, re-rack bows, & walk behind the waiting line.

After Shooting Begins:

Equipment

1. **Floor quivers** should be placed on the shooting line, in front of the archer. Quivers may not be behind the archer or in front of or behind the shooting line.
2. **Dropped arrows** must remain on the range floor until it is time to “go get arrows” on the 3 whistle command. The archer should raise a hand so you can provide the archer with a replacement arrow.
3. **The archer’s bow arm and arrow should point below the top of the arrow curtain at all times.**
4. If an archer finds a **damaged arrow**, the arrow may be immediately replaced by the archer or coach or by you.
5. If the archer’s **arrow bounces** off the target, provide a replacement arrow to shoot again, if shooting time remains.
6. If an archer’s **bow malfunctions**, it may be given to the coach for repair or replacement. You must inspect the replacement to be sure it meets the requirements. Loaner bows are available at the equipment station.
7. Draw weight adjustments may not be made to the bow once practice ends at 10 meters have concluded.

The Archer

1. When archers have finished shooting each round (end), they should re-rack bows and walk behind the waiting line.
2. When archers are signaled to “go get arrows” you should walk to the target line ahead of them.
3. Both archers may go to their target to begin scoring. **Only one may remain at the target when arrows are pulled.**

Scoring – Must be accomplished in a safe and timely manner.

1. Archers must remain **on their feet and off their knees or behinds** when at the target to prevent eye injury.
2. **NEW: Two UNSCORED practice end** will be shot before competition begins at 10 meters and one unscored practice end will be shot at 15 meters.
3. The scorecard must remain free of pencil marks outside the bubbled circles to ensure proper scanning.

4. One archer will call out the arrow value while the other archer bubbles the score card. Archers must agree or call for help from the lane official. **The archer will call his arrow while the other archer bubbles the scorecard. Then they will switch to call and record the other archer's arrows. We encourage scoring all arrows before any arrows or the target are touched. However, touching arrows or targets prematurely will be forgiven.**
5. When scoring is finished for each round, the scorecard should be placed on the floor. One archer must move behind the target line. Arrows should be safely pull their own arrows and carry them back to the quivers.
6. If archers can't determine an arrow's value, the lane official should immediately call the arrow. The lane official's decision is final. If an arrow touches a scoring line, the arrow receives the higher value. The inner "x" ring is simply part of the 10-ring.
7. Archer's who cheat will be brought to the attention of the lane supervisor and will be **disqualified**.
8. Archers must not delay the event by calculating totals– the souvenir carbon copy can be referenced after the flight.
9. If bounced-out arrows remain to be shot, this will be done at conclusion of the 10 and the 15 meter rounds.
10. When the 3rd (last) scoring round from 10 meters is shot, scored, and arrows pulled, archers should re-quiver their arrows and carry the quiver to the proper position on the 15 meter shooting line.
11. **Scorecards must remain at the target,** on the scoring boards until collected by lane officials at the end of the flight.
12. Any scorecard taken from the target area by someone other than a lane official is subject to disqualification.

Concluding the Flight

1. When the last arrow has been scored, the lane official should observe archers sign each other's scorecard. **Make sure the shooter number is bubbled at the bottom of the card or the archer's score may not be scanned.** The lane official provides the archer the carbonless copy as a souvenir. The lane official collects all official scorecards and hands them over to a range supervisor for delivery to the scanning crew.
2. Scorecards may not be changed after the cards have been signed.

Note: Lane judges please minimize conversation with archers when they are shooting. Lane officials may not coach the archer. When possible, if an archer needs correction that isn't an immediate safety concern, tell the coach rather than the archer.

Appendix E

Range Operation Script

Archers. Before we begin, take note of these rule reminders:

- 2 Whistles – get bow and walk to the shooting line, bows on toes
- 1 means shoot.
- 3 whistles means score and retrieve your arrows.
- 5 or more whistles means stop shooting, **re-rack bows, and go behind the waiting line.**

If you drop an arrow or shoot a bounce-out: Raise your hand. A range official will give you a replacement arrow.

Lastly, all archers must remain on their feet at the targets. Only one archer may pull arrows while the other must wait safely behind the target line.

We are ready to begin.

Practice @ 10 meters

Whistle Whistle: **Archers, get bow, straddle the shooting line, bows on toes.**

Whistle: **Shoot**

Whistle Whistle Whistle: **Get arrows. This is PRACTICE. Retrieve only and return behind the waiting line.**

Scoring end #1 or # 2

Whistle Whistle:

Whistle:

Whistle Whistle Whistle :

This is your final scoring end at 10 meters

Whistle Whistle:

Whistle:

Whistle Whistle Whistle :

As you return, please move your quiver to the 15 meter line.

Practice @ 15 meters

Whistle Whistle: **Archers, get your bows, straddle the shooting line, bows on toes.**

Whistle: **Shoot**

Whistle Whistle Whistle: **Get arrows. This is PRACTICE. Retrieve and return behind the waiting line.**

Scoring end #1 or # 2

Whistle Whistle:

Whistle:

Whistle Whistle Whistle :

This is your final scoring end at 15 meters – a round of applause, please.

Whistle Whistle:

Whistle:

Archers: Remember, we need two signatures on each scorecard -- yours and your lane-mates. Also, stay with your scorecard at the target. It will be collected from you there.

Whistle Whistle Whistle :

Appendix F

Dear NASP Volunteer-

Thank you so much for giving up a spring weekend to be a volunteer at the largest archery tournament in history! We have 7,125 students registered this year – 2,123 more than registered last year. I am sure it will be a memorable weekend for participants, spectators, and all of you! There are a few pieces of information that will be helpful to you this weekend.

1. **Parking:** It costs \$6/day to park at KFEC. If you arrive early enough no one is at the gate.
2. **Volunteer credentials:** All volunteers will be issued a nametag at registration. This is your access pass to get into the tournament room, and the Hospitality Suite. There is a fee for non-volunteers to get into the tournament, so make sure you have it on at all times. This nametag will identify you for attendees and spectators who may have questions. **You are a NASP® ambassador for the weekend!**
3. **Staff and VIP Hospitality Suite:** Located in Rooms C110/C111 across from the main tournament hall. On Friday and Saturday, refreshments will be provided starting at 8:00am each morning- coffee, donuts, fruit and water in the morning, and lunch from 11:00am-2:00pm. In addition, snacks and beverages will be available in the afternoon. This is sponsored by the FLW Outdoors. You will need your nametag to gain access to this room.
4. It is very important that you read and study the “Instructions for Lane Officials” if you are serving in that capacity this year. Most of the instructions are unchanged from year to year but there are a couple of new rules (bolt on wrist straps ARE allowed) this year and definitely some points of emphasis -- for example, students must be prevented from sitting or kneeling on the floor at the targets. **We will have training updates for lane officials on Thursday around 4:00pm, Friday at 7AM and Saturday at 7AM.**
5. I’m sending each of your work assignments via a separate e-mail.

6. If you are working set-up and practice on May 6th the day begins at 9am and ends at 6:30pm. If you are working the tournament on Friday the day begins at 7am and ends at 7:40pm. On Saturday we start at 7am and end around 8pm. The agenda is attached.

Thanks again, and have a great weekend at the tournament!