



Guidance notes for Tournament Organisers

This document is intended to become a record of your competition. The information in the completed document will be used by Archery GB to process the records and awards of the archers, monitor that tournaments are run in accordance with the procedures and as evidence for granting Record Status to future events.

Judge Status

World Record Status, Olympic & Compound Match (Head to Head) tournaments must be supervised by a National Judge (minimum).

Other World Record Status tournaments must be supervised by a Regional Judge (minimum).

UK Record Status tournaments must be supervised by a Regional Judge (minimum).

Changes to Tournament Details

Please notify Archery GB of changes to the detail in the initial application as soon as possible.

Tournament Cancellation

Unfortunately, refunds are not available for cancelled tournaments; however, minor changes will be accommodated where possible. This may be subject to an admin fee.

Tournaments Diary

The Tournaments diary is published in Archery UK and on the Archery GB website:

[www.archerygb.org/compete/levels of tournaments](http://www.archerygb.org/compete/levels_of_tournaments)

Compliance

Tournament Organisers (TOs) must comply with the following:

- Archery GB Rules of Shooting.
- Archery GB Shooting Administration Procedures (SAPs).
- The Archery GB Tournament Organisers Handbook.
- The procedure for Archery GB Head to Head Events (Head to Head Event only).
- World Archery Rule Books (World Archery Events only).

The above are available at www.archerygb.org or www.archery.org.

Incident Recording Guidelines

To comply with the requirements of the Archery GB insurance policy, TOs should be aware that in the unlikely event of Personal Injury or Loss/Damage to Property, they should follow the Incident Recording Guidelines which can be found at www.archerygb.org.

Next year's Application

Application forms for WRS and UKRS tournaments are available at www.archerygb.org/torganisers

Tournament Documentation

Tournament documentation guidance can be found in SAP 3, paragraphs 6 onwards.

Tournament Forms are available at www.archerygb.org/torganisers

Data Protection

Tournament results that are published on the Archery GB website must comply with the Archery GB Data Protection Policy. If TOs are unsure of the Policy they should contact Archery GB.

Disabled Archers

Whilst the archer has a responsibility to provide the Tournament Organiser with all relevant information, the Entry Form should have space for an archer to state what needs they may have, and to inform the organiser whether they can move on and off the line and whether they intend to bring an agent.

Where reasonable, tournaments should accommodate the needs of disabled archers. For more information download the 'Handy Guide to Including Disabled Archers' from the Archery GB website.