



## STATE TEAM PROCEDURES

Procedures number	Pol-02	Version	1.0
Drafted by	ARCHERY SA	Approved by Board on	14 September, 2017
Responsible person	Board Secretary	Scheduled review date	1 June, 2018

### RESPONSIBILITIES

It is the responsibility of the Coaching Committee to review (and recommend) these procedures annually.

### PROCEDURES

#### 1. STATE TEAMS

##### 1.1 YOUTH

###### 1.1.1 Youth State Team

- a. Selection criteria - refer to Appendix 1
- b. Each State Youth Team Member shall be reimbursed by ARCHERY SA an amount equivalent to 75% of the entry fees for the events to be attributed to the State Team score and shot by the individual at the Youth National Championships.

###### 1.1.2 Uniforms

- a. The State Team shooting uniform shall be worn at all times by Team Members in competition during the National Youth Archery Championships. Breaches of this directive may result in sanctions, including loss of any financial reimbursement(s).

###### 1.1.3 Team Manager and Assistant(s)

- a. The Team Manager should be appointed by ARCHERY SA not less than eight months prior to the National Youth Archery Championships
- b. An Assistant Manager may be appointed by ARCHERY SA not less than two months prior to the Youth National Championships
- c. The Team Manager and appointed Assistant Team Manager shall be reimbursed an amount equivalent to twice the entry fee for the target event of the Youth National Championships
- d. A State Team uniform shall be provided in the first year of selection and in any subsequent year if required

- e. The Team Manager shall be granted a Petty Cash advance as determined from time to time to cover incidental expenses
- f. Chaperones may also be appointed by ARCHERY SA, having regard for the following Chaperone Policy



## ARCHERY South Australia

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# CHAPERONE POLICY

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### Our commitment

We are committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team culture, in fostering cooperation and team spirit.

### Use of Chaperones

ARCHERY SA may appoint and use chaperones for events hosted by ARCHERY SA, tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8, that is, one chaperone for every eight athletes under the age of 18.

Chaperones will be appointed for all away trips that include at least one overnight stay.

### Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for ARCHERY SA. This policy will continue to apply to a person even after they have stopped their association or employment with ARCHERY SA if disciplinary action, related to their role as chaperone, has commenced.

### Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

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[www.playbytherules.net.au](http://www.playbytherules.net.au)

#### 1.1.4 Duties

- a. The Team Manager shall:
  - 1. attend to the well-being and morale of all archers in the Team

2. attend Team Managers' meetings as necessary and keep all Team Members advised of all relevant information
3. on behalf of the Team Members and, if required, make representations to the Tournament Committee and/or Jury of Appeal
4. subject to assistance from the Youth Committee, co-ordinate accommodation and transportation for the Team, notwithstanding that parents/guardians may organise individual travel and accommodation arrangements
5. hold in trust, and account for, spending money of those Team Members who require security thereof
6. be responsible for the administration and management of the team and the welfare of all team members at training and competition
7. prepare and submit a report on the performance of the Team at a meeting of ARCHERY SA as soon as practicable thereafter but, in any case no later than two month after the close of the Youth National Championships
8. keep an accurate record, for the Youth Committee, of funds held in trust and prepare a financial report at the conclusion of the Championships for the Youth Administrator
9. organise reimbursements to team members as applicable after the relevant Championships.

#### 1.1.5 **Travel**

- a. Subject to the availability of funds, travel should be arranged for arrival at the venue to occur on at least the day preceding the official practice day
- b. All Team Members shall, where possible, travel as a party to Championships held interstate
- c. Where practicable, all Team Members shall endeavour to reside at the same accommodation.

#### 1.1.6 **General**

- a. Where a Team Member(s) is accompanied by parent(s)/guardian(s) to a Championships, those parent(s)/guardian(s) shall acknowledge that the Team Member's behaviour, participation and matters relating to shooting shall be vested in the Team Manager and Assistant Team Manager
- b. A State Team Application Form and Medical Consent Form shall be completed and signed by parents/guardians and archers and submitted to the Youth Administrator prior to the closing date for entries.

### 1.2 STATE TEAM

#### 1.2.1 **State Team**

- a. Selection criteria - refer to Appendix 1
- b. Each State Team Member shall be reimbursed by ARCHERY SA an amount equivalent to 75% of the entry fees for the events of the National Archery Championships to be attributed to the State Team score and shot by the individual.

**1.2.2 Uniforms**

- a. The State Team uniform shall be worn at all times by Team Members in competition during the National Archery Championships. Breaches of this directive may result in sanctions, including loss of any financial reimbursement(s).

**1.2.3 Team Managers and Assistant(s)**

- a. The Team Manager should be appointed by ARCHERY SA not less than eight (8) months prior to the National Archery Championships
- b. An Assistant Manager may be appointed by ARCHERY SA not less than two (2) months prior to the National Archery Championships
- c. The Team Manager and appointed Assistant Team Manager shall be reimbursed an amount equivalent to twice the entry fee for the target event of the National Archery Championships
- d. A State Team shooting uniform shall be provided in the first year of selection and in any subsequent year if required
- e. The Team Manager shall be granted a Petty Cash advance as determined from time to time to cover incidental expenses
- f. In the event that there is one (or more) team member who is under 18 years of age, chaperones shall also be appointed by ARCHERY SA, having regard for the following Chaperone Policy.



## ARCHERY South Australia

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# CHAPERONE POLICY

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### Use of Chaperones

ARCHERY SA may appoint and use chaperones for events hosted by ARCHERY SA, tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8, that is, one chaperone for every eight athletes under the age of 18.

Chaperones will be appointed for all away trips that include at least one overnight stay.

### Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for ARCHERY SA. This policy will continue to apply to a person even after they have stopped their association or employment with ARCHERY SA if disciplinary action, related to their role as chaperone, has commenced.

### Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

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#### 1.2.4 Duties

- a. The Team Manager shall:
  1. attend to the general well-being and morale of all Team Members
  2. attend Team Managers' meetings as necessary and keep all Team Members advised of all relevant information

3. on behalf of the Team Members and, if required, make representations to the Tournament Committee and/or Jury of Appeal
4. report to ARCHERY SA no later than two (2) month after the close of the event, on the performance of the Team
5. prepare a report on the performance of the Team for ARCHERY SA submission to the Government (if required), through the Board Secretary
6. organise reimbursements to team members as applicable after the relevant National Archery Championships.

#### 1.2.5 General

- a. Where a Team Member(s) is accompanied by parent(s)/guardian(s) to a Championships, those parent(s)/guardian(s) shall acknowledge that the Team Member's behaviour, participation and matters relating to shooting shall be vested in the Team Manager and Assistant Team Manager
- b. A State Team Application Form and Medical Consent Form shall be completed and signed by the archer and by parents/guardians, if applicable, and submitted to the Team Manager or, if there is no Team Manager, to the Board Secretary, prior to the closing date for entries.

### APPENDIX 1

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#### Squad/Team Procedures

##### DEVELOPMENT SQUAD

Any archer with a Blue classification may be invited to attend any Squad coaching sessions run by ARCHERY SA at nominated venue(s), as may be held and publicised from time to time.

##### ELIGIBLE SHOOTS

Shoots may be held by Clubs provided they are Archery Australia Registered or World Archery Registered events. The scores from the target rounds applicable for the adult age groups as recorded on *The Archer's Diary* are automatically added to the National Ranking list.

The basic criteria for such events shall be:

- The Rules of World Archery and Archery Australia apply
- They are correctly timed (a stopwatch and whistle are adequate)
- There is a National Judge officiating at World Archery Registered events
- There is a National Judge (or for QREs, an approved Archery Australia QRE Official) overseeing an Archery Australia Registered event
- Arrow-by-arrow scoring is employed using *The Archer's Diary*
- Double scoring shall be employed
- 1440 World Archery rounds may be shot with 3-arrow ends for the two shorter ranges
- There are archers from more than one Club competing
- At least three Archery Australia members participate in the scoring and witnessing process on each target
- The shoot is listed in the ARCHERY SA program or ARCHERY SA has sanctioned the shoot after the list was published and all Clubs have been notified
- A per archer fee as determined from time to time, shall be paid to (and retained by) the host Club or in the case of sanctioned non-Club venues, to ARCHERY SA.

## Recording Procedure:

Club Recorders are expected to check the scores of archers who have shot in eligible events and ensure all scores are correctly uploaded to *The Archer's Diary*.

Any queries in reference to scores should be directed to the ARCHERY SA Coaching Administrator.

## State Open Teams Selection Process (as approved 14 September, 2017)

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1. Selection in an ARCHERY SA State Team shall be conditional on achieving a State ranking. This State ranking shall be compared with the State ranking of other archers, with the highest State ranked archers offered a place in the team. Team members are to compete in the team event at the relevant Nationals, which consists of Target, Field and other rounds as applicable to Team results.
2. Archers shall obtain a State ranking by shooting
  - Archery Australia Registered Qualifying Ranking Events (QREs)
  - World Archery Registered events
  - Archery Australia Registered tournaments

Scores achieved at such events and tournaments are **not limited** to those held in SA.

3. In order to be eligible for selection, archers are required to submit scores for Outdoor **and** Field Disciplines. The National Rankings list as published on The Archers Diary provided by Archery Australia will be used to develop a combined rating. The combined rating will be weighted to reflect the Team event held at the National Championships (i.e. 2 Outdoor ratings and 1 Field rating). If the National Rankings list is unavailable or shown to be incorrect the State ranking list will be corrected to include submitted scores.
4. Archers may submit as many scores as they wish with only the highest degraded-ratings counting towards the final ranking. The State Recorder or designate will collate these ratings and periodically distribute a provisional ranking list to all Clubs. There will be four lists (regardless of class). (Please note, Master, Veteran & VeteranPlus archers are able to shoot rounds applicable to their category and will be ranked in this process.)
5. At least one of the scores for an archer must be of a minimum rating in accordance with the following table.

Male	Recurve Rating	Compound Rating
Open age	65	75
Master	60	65
Veteran	60	65
Female	Recurve Rating	Compound Rating
Open age	60	65
Master	55	65
Veteran	55	65

6. Four months prior to the relevant Championships, all archers on the list will be contacted asking them to indicate their willingness to be in the State Team, if selected. Archers may be asked to show evidence that they have shot the WAXX/1440 round with minimum rating as indicated in the above table, within 12 months previous.

7. The ranking lists will close three months prior to the relevant Championships and the selected archers who indicated a willingness to be considered (being the four highest ranked men compound, women compound, men recurve and women recurve), will be formally offered a place in the State Team by ARCHERY SA, if they have met the minimum requirements. An immediate answer shall be given, (the archers will have already had a month to consider their options). If an archer declines a place, it will be offered to the next highest ranked archer. If the next and/or subsequent archers have not reached the minimum score rating requirement, no further positions will be filled
8. Should an archer have to withdraw after the team is officially named, the same process will be used to try to fill that position if minimum requirements have been reached by the prospective replacement(s).

**State Youth Teams Selection Process** (as approved 14 September, 2017)

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1. Selection in an ARCHERY SA Youth State Team shall be conditional on achieving a State ranking for the age group (Class) each archer will be at the time of the relevant Youth Nationals. This ranking shall be compared with the State ranking of other archers, with the highest ranked archers offered a place in the team. Team members are to compete in the entire team event at the relevant Nationals, which consists of Target, Field, Clout & Matchplay (if applicable).
2. Archers shall obtain a State ranking by shooting the appropriate 144-arrow target rounds, 72-arrow field rounds and a 36-arrow clout round, at any target and field event which is eligible for inclusion on the National Ranking List, while clout scores can be submitted from Club shoots.
3. In order to be eligible for selection, archers are required to submit scores for at least:  
3 x 144-arrow Target rounds or 2 x 144-arrow rounds and 2 x 72-arrow rounds, or 1 x 144-arrow round and 4 x 72-arrow rounds for their Category and 2 x Field Rounds for their Category and 1 x 36 arrow Clout round for their Category. For those archers who may be shooting in an older age Class at the National Youth Archery Championships, one of the 144-arrow target scores shall be of the round to be shot by the archer at the relevant National Youth Archery Championships.
4. Scores from 72-arrow target rounds will be converted to half of the equivalent 144-arrow WA target score using rating tables and the two highest converted scores will be added together to equate to one 144-arrow score.
5. Archers may submit as many scores as they wish with only the three highest Target, two highest Field scores and the highest Clout score counting towards the final ranking. If two archers have the same combined score in any discipline, then the archer with the highest individual score will be ranked highest
6. The State Recorder or designate will collate these scores as they accumulate and compile a separate ranking list for each Division (bow type) for Target, Field and Clout. There will not be separate lists for males and females
7. At least one of the Target scores submitted during the selection period for an archer must be of a minimum rating in accordance with the following table. These scores will be highlighted on the lists

Male	Recurve Rating	Compound Rating
20&Under	55	65
Cadet	50	60
Intermediate	45	55
Cub	40	50

Female	Recurve Rating	Compound Rating
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20&Under	50	60
Cadet	45	55
Intermediate	40	50
Cub	40	50

8. The selection period will commence 12 months prior to the next relevant Championships. All scores shot at the designated ranking events will automatically be added to the list. Four months prior to the relevant Championships, all archers on the list will be contacted asking them to indicate their willingness to be in the State Team if selected
9. The ranking lists will close three months prior to the relevant Championships and the team will be selected from those archers who have achieved the minimum qualification requirements by ranking the top five archers in Target, top three archers in Field and the top two archers in Clout.

If this results in less than 10 archers being selected for any Division (bow type), then the selection process will rotate through the next highest ranked target, then the next highest ranked field, then the next highest ranked clout archer, until the teams of 10 recurve and 10 compound archers are filled or there are no further archers who have qualified.

10. These archers will be formally offered a place in the State Team by ARCHERY SA and an immediate answer shall be given, (the archers will have already had a month to consider their options). If an archer declines a place, it will be offered to the next highest ranked archer in that Category. If the next and/or subsequent archers have not reached the minimum score rating requirement, no further positions will be filled.
11. Should an archer have to withdraw after the team is officially named, the same process will be used to try to fill that position if minimum requirements have been reached by the prospective replacement(s).
12. Once the team has been announced and at the discretion of the State Coach, there may be some scheduled compulsory training sessions prior to the relevant National Championships. These dates shall be advertised prior to archers giving final team acceptance
13. Archers should attend as many Ranking/Training shoots as possible.

#### **NATIONAL INDOOR CHAMPIONSHIPS INDOOR TEAMS**

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ARCHERY SA will conduct a formal selection process for the RGB Recurve Indoor Team and Compound Indoor Team for the National Indoor Archery Championships Team Events. (*“Recurve” includes Recurve Barebow and Longbow; “Compound” includes Compound Barebow*)

Each team comprises up to 4 archers – of any age or gender (refer Archery Australia Rule 3.2.6).

Archers wishing to qualify for the team will need to satisfy the following criteria to be eligible for selection.

#### **TEAM SELECTION**

The teams will be selected from the National Indoor Ranking List as at the last day of the month, at least one full month before the month of the Championships (i.e. if the event is 22 July, the selection date will be 31 May).

The selected archers (being the four highest ranked men compound, women compound, men recurve and women recurve), will be formally offered a place in the State Team by ARCHERY SA. An immediate answer shall be given. If an archer declines a place, it will be

offered to the next highest ranked archer. If the next and/or subsequent archers have not reached a minimum score rating of 75 (compound) or 70 (recurve), no further positions will be filled.

#### **APPLICABLE ROUND**

World Archery 18m Indoor Round (60 arrows: Inner-10 scoring for Compound)

#### **SCORES**

Archers may submit as many scores as they wish, subject to the following:

- Each Round must be shot at a programmed Club event at which at least four archers complete the round
- **Archers** will be responsible for submitting scores using *The Archer's Diary* and for submitting a valid scoresheet, completed in full and properly signed and witnessed, to the archer's Club Recorder, for verification if required.

#### **TEAM FUNDING**

No team funding is applicable for the National Indoor Championships.

### **RELATED DOCUMENTS**

- State Calendar

### **AUTHORISATION**

*Sue Martin*, Board Secretary

ARCHERY SA

15 September, 2017