



Hampshire Archery Association

Chairman: Mrs Margaret Taylor, 34 North End Grove, Portsmouth, Hampshire, PO8 2NG
Secretary: Mrs Pauline Hunton, 1 Old Barn Close, North Waltham, Hampshire, RG25 2BW
Treasurer: Mrs Louise Belbin, 50 Coulsdon Road, Hedge End, Southampton SO30 0JR

TERMS OF REFERENCE FOR TOURNAMENT ORGANISERS

ORGANISING THE TOURNAMENT

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

DAY PRIOR TO TOURNAMENT

20. Measure and mark out target placing across field. (Refer to G.N.A.S. 301/302 for Target Champs or F.I.T.A. Rules for F.I.T.A. shoots) (Preferably with a Judge in attendance.)
21. Set up target stands and bosses.
22. Place target numbers beside stands and on the shooting line.
23. Set out locations for waste bins.

TOURNAMENT DAY

24. Set up arrangements for booking in.
25. Arrange for targets to be faced.
26. Have available for the Judges, Record Status Form and Report Forms if applicable, measuring tapes and height gauges, up to date entry list.
27. Distribute scoreboards onto the shooting line.
28. Discuss with Judges any alterations that may be required.
29. Ensure that assembly takes place at the stated time.
30. Introduce Lord Patron/Lady Paramount and the Judges.
31. Give any information that may be useful to the competitors. e.g. how to complete score sheets, submission of claims, refreshments available, location of toilets, etc.
32. Organise the selling of raffle tickets.

33. Contact Judges for approximate time for lunch break and advise caterers.
34. At lunch request and pay Judges expenses and provisionally book for following year.
35. Discuss with Lord Patron/Lady Paramount how they would wish their prizes to be awarded. (N.B. These prizes can either be purchased by the tournament organiser or the L.P.)
36. Set up trophy table and raffle prize table.
37. Prepare and have available forms for claims. (National Record or Rose Award).
38. Advise the Judges of the arrangements for collection of score sheets.
39. Hold raffle while scores are being collated.

PRESENTATION OF AWARDS

40. Introduce Lord Patron/Lady Paramount
41. Make awards in accordance with the entry form. Trophy winners must sign trophy book.
42. Thank Lord Patron/Lady Paramount and Judges and make presentation of gifts.
43. County Chairman or nominated representative will make a few comments.
44. Ensure that Chairman of Judges is available to sign any National Record Claims.

AFTER THE TOURNAMENT

45. Send out results sheets and forward on any unclaimed awards. Pursue any trophies not returned and have them sent on to the new holders.
46. Send a copy of the results to the invited Judges and Officers of the County Association.
47. Ensure that the shoot documentation is completed and return to G.N.A.S.
48. Any outstanding money, receipts and statement of Income and Expenditure to be given to the Treasurer within 28 days according to the model form.