

TOURNAMENT CHAIRPERSON

OPENING REMARKS

WELCOME TO THE MICHIGAN ARCHERS ASSOCIATION _____ TOURNAMENT

The round you will be shooting is the:

The distance to be shot:

The number of arrows to be shot is _____ **THIS GOES FOR PRACTICE AS WELL.**

The scoring for this round will be (depending on the round NFAA 5,4,3,2,1: MAA 420 7,6,5,4,3,2: FITA 10,9,8,7,6,5,4,3,2,1: F & H 5,4,3: OD MAA 7,6,5,4,3)

FITA: THERE IS A COLUMN THAT SAYS, "RUNNING TOTAL". KEEP A RUNNING TOTAL OF THE SCORES. START OVER THE SECOND HALF. ADD THE FIRST TOTAL TO THE SECOND TOTAL. IF YOU DO NOT KEEP A PROPER RUNNING TOTAL, **YOU MAY BE DISQUALIFIED.**

On your scorecard: **THIS IS IMPORTANT. MAKE SURE EVERYONE IS PAYING ATTENTION. TELL THEM TO GET OUT THEIR SCORE CARD AND DO IT NOW IF THEY HAVE NOT DONE IT ALREADY.**

A PROPERLY FILLED IN SCORE CARD MUST HAVE:

1. Fill in your name completely (items 1 - 5 should be done at the desk)
2. Your style of shooting (FS, FSL, BB, BH, USA Archery)
3. Your Class (AA, A, B) This should be done at the desk before they start.
4. Male or female
5. Youth must have their age and birth date
6. You must write in Club/Shop completely. **NO ABBREVIATIONS**
7. You must write in your Association. **ABBREVIATIONS CAN BE USED.**
8. Total the scores and write the total at the bottom along with your spot count
9. All signatures must be written in. Scorer, Scorer, Archer. If the archer is a scorer, his/her name will appear twice.

CHANGE IN NFAA SCORING: A 5 with a spot is now scored as an X. A miss is a "0". **Except** FITA where a miss is marked with the letter "M"

If you have a youth participating, check their scorecard before turning it in.

You will be straddling the line (show them the line). A shot arrow is an arrow that goes past the ten- foot line (show them the line).

You will have _____ minutes to shoot all arrows. Any arrows shot after the time limit will not count.

Keep count of spots (if applicable) for tie breaking. On the last two ends, the X ring is also scored "INSIDE OUT" on the bottom of the scorecard (Indoors ONLY).

At the indoor FITA only, keep track of the small inner X for all ends as well as "INSIDE OUT 10's" on the last two ends.

ALL ROUNDS - the arrow only must touch the line to be in the higher scoring area.

There will be two score keepers. Scorekeepers should compare scores after each end, after each game and at the end of the round to make sure they agree. Make sure all scoring boxes are filled in correctly. The total score along with the spots should be in the proper boxes at the top or bottom of the scorecard.

The first two ends will be practice ends.

DO NOT TOUCH THE ARROWS OR THE FACE OF THE TARGET UNTIL ALL ARROWS HAVE BEEN CALLED AND SCORED.

If you have arrows that your group cannot agree is in or out, call the line captain. His/her decision will be final. You must call the arrow first.

Disqualifying an archer is not an enjoyable experience but, in fairness to all, must be done if the card is not properly filled out. The responsibility of the scorecard belongs to the archer. If you have any questions, ASK someone before turning in your scorecard.

This also applies to TEAMS. Make sure your score is on the team card and the last member totals it before turning it in.

The white card is yours to keep. Turn in the colored card.

Introduce your line captains.

DO NOT START SHOOTING UNTIL THE WHISTLE IS BLOWN.

Explain lights if they are being used. You will need a whistle to start and stop each line. One (1) blast to start the line, two (2) to stop the line and score their arrows, and three (3) to signal an emergency.

Your target assignment is on your scorecard. T is for top line B is for bottom line.

Bottom line will shoot first. At the halfway point, archers will reverse their shooting positions - those who shot first at the bottom target will shoot second at the top target etc.

Thank you and good shooting.

(SPRING MEETING 1996. BOARD ELIMINATED OFFICIAL BREAK AT HALF TIME. TIME TAKEN TO CHANGE TARGETS SHOULD BE SUFFICIENT BREAK.)

TOURNAMENT CHAIRPERSON

YOU WILL NEED M.A.A. CONSTITUTION AND BY-LAWS, N.F.A.A. CONSTITUTION AND BY-LAWS AND N.A.A. EQUIPMENT RULES.

All Barebow, Bowhunter and USA Archery equipment must be checked and approved before shooting begins. (Review the rulebooks)

The tournament chairperson and the people helping should go over these equipment rules before the tournament begins so they are familiar with the rules.

M.A.A. now purchases the targets. You will still need to keep a record of how many single spot and multi-spot targets you used. Please record these numbers in your final report. All unused targets are yours to keep.

MAKE SURE YOUR LINE CAPTAINS KNOW THEY HAVE THE FINAL DECISION RE: CHANGING TARGETS AT "HALF TIME" OR WHEN A TARGET IS TOO DIFFICULT TO SCORE PROPERLY AND/OR CALLING ARROWS IN OR OUT. We no longer change all targets at half time. LIMIT – 2 TARGETS PER PERSON BUT ONLY IF THEY CANNOT BE SCORED. IT IS UP TO THE LINE CAPTAINS DISCRETION.

Instruct your line captains that, when it is necessary for them to "call" an arrow, take the time to look at the arrow carefully - DO NOT casually glance at the arrow and then "call" it. It would be helpful if they have a lighted magnifier. Some arrows are so close they are difficult to call without careful examination.

If you have any questions or problems during the tournament regarding equipment or tournament rules that you are unable to resolve, you can consult with an Officer or State Field Captain (NFAA delegate Mike Spence). If an Officer or Field Captain is not available, ask a director if one is available.

Good luck to all of you.

REGISTRATION CHAIRPERSON

HOW TO RUN AN M.A.A. TOURNAMENT

Set up a work schedule for the registration table.

A minimum of two (2) people per line is required one hour before the schedule shooting time.

Two lines shall be formed at the registration table - one line for prepaid archers and one line for those paying at the tournament.

When an archer presents their N.F.A.A. membership card, keep it at the table. Each archer gets an official (colored) score card and a duplicate (white) card. You will be giving these people a target assignment. Mark their target assignment on the top of their colored score card, and next to their name on the master list. **THE PRE-REGISTERED AND PREPAID SHOOTERS GET PRIORITY.** You will have to make out score cards for everyone. **It is your responsibility to fill out the top portion of everyone's scorecard. They can fill in the club and Association but, you must do the rest.** Please do not do this until the archer shows up. Remember, ALL archers who are Pre-registered and Prepaid get priority. Everyone else is first come, first served.

Every archer must present an N.F.A.A. or M.A.A. membership card. Husband's Club/Shop membership card is accepted for the family (wife and children under 18). **You are supposed to verify membership by asking to see their membership card.**

If an archer does not have an N.F.A.A. card and their membership cannot be verified, the archer must shoot as a guest and will not be eligible for an award. They can fill out a membership application form and pay the membership fees and, when verification is made, their money will be refunded. Mark that scorecard as a GUEST?? Send their application form and a check to the TREASURER with a note that membership needs to be verified and, if already a member, check needs to be returned.

YOU MUST BE A MEMBER OF A M.A.A. CHARTERED CLUB/SHOP TO BE ELIGIBLE TO SHOOT FOR AN AWARD, IN ADDITION TO M.A.A./N.F.A.A. MEMBERSHIP.

When handing out scorecards - ASK THE ARCHER if the information on the scorecard is correct - male, female, youth, age, pro, style of shooting and class.

PUT THE AGE OF THE YOUTH ON THE CARD.

MOTION MADE AT THE FALL MEETING 2011: FOR A TWO-YEAR TRIAL PERIOD "ONLY", THERE WILL BE BOWHUNTER STYLES IN THE YOUTH DIVISIONS. This is no longer a trial as the NFAA has added Bowhunter Freestyle (only) to the youth divisions.

MOTION MADE AT THE SPRING MEETING 2014: FOR A TWO-YEAR TRIAL PERIOD "ONLY", THERE WILL BE TRADITIONAL, LONGBOW AND BOWHUNTER FREESTYLE LIMITED STYLES IN THE YOUTH DIVISIONS. This did not get renewed at the 2016 fall meeting. Therefore, it no longer applies.

ADULT AMATEUR (USA Archery) MUST SHOW USA Archery MEMBERSHIP CARD. He/She shoots as a guest unless He/She joins the M.A.A. These people do not have to belong to the N.F.A.A. to shoot our tournaments. But they must be a member of M.A.A. and a club chartered with M.A.A. to be eligible for an award. They only need to pay the M.A.A. membership fees (currently \$10.00). Not both the N.F.A.A. and M.A.A.

PRO MUST SHOW PRO CARD - CHECK THE DATE OF MEMBERSHIP. The date must be from January 1 to December 31 of the current year. In other words, a card that expired on December 31 of the previous year is NO GOOD. This person must pay the Seventy-Five (\$125.00) Dollar Pro fee or shoot as a guest.

Mark Sr. on the scorecard of those archers who register as Senior, age fifty to fifty-nine (50-59). Mark SS on the scorecard of those archers who register as Silver Senior, age sixty to sixty-nine (60-69). Mark MSr on the scorecard of those archers who register as Master Senior, age seventy and over (70+).

Do not make out the scorecards beforehand for “UNPAID” Archers. You may make out scorecards for all archers who are paid by the deadline. Any person who is registered to shoot and does not show is considered a NO SHOW. All money they have paid is non-refundable.

ALL SCORE CARDS (INCLUDING TEAM CARDS) MUST BE TURNED OVER OR MAILED TO THE AWARDS SECRETARY IMMEDIATELY AFTER THE TOURNAMENT.

When all cards are handed out, place the N.F.A.A. membership cards in alphabetical order.

Take a break - you have earned it, but be back before the line is finished shooting their last end.

When the line is done and COLORED cards come in, check the cards for NAME, CLUB AND ASSOCIATION WRITTEN OUT COMPLETELY. NO ABBREVIATIONS FOR CLUBS SUCH AS SAD, DA, O.C.S.C., SAAS, ETC.

Check each scoring box and make sure they are filled in properly. The total score along with the spots should be in the proper boxes at the top or bottom of the scorecard or both.

Check the card for three signatures at the bottom or on the back.

Do not accept registration for the next line until this line is completely finished.

GOOD LUCK...

While one line is shooting, take the score cards from the previous line and sort them by gender, division, style of shooting, class etc. Then put each group in numerical order, ascending from the highest to the lowest score. Sort each succeeding line into those already sorted.

More things you need to know.

TEAMS: Team cards are furnished for the Club/Shop teams. A Twenty Dollar (\$20.00) fee is required before shooting. Mark the team card paid when collected and list the team name and amount paid into the master-shooting log. All team cards must be filled out with team member's names before the first team member shoots. It is the responsibility of the members to fill in the scores and total them on their own team cards. If the team card is not filled out completely, mark it **DISQUALIFIED**.

Poster boards must be displayed and filled in after each line of shooting (and last line, last day). To show the scores of previous lines -

Example: Male FS	Score	
Name	300	59X
Name	300	57X

You will need extra cash for making change for those people who have not prepaid (mostly Fives, Ones and quarters).

You will take all calls for all registration for the tournament you are hosting. Any archer who has pre-registered with you but whose check is not received within five (5) days after calling in, or at least by the start of the tournament, should be charged the additional late fees. Currently that is \$10.00 per archer. These fees must be charged to "all" archers (including club members). **These fees, along with all other fees, should be sent to the M.A.A. treasurer, within five (5) days after the tournament, who will then reimburse the club.**

A Pro pays an additional Pro Purse Fee of \$25.00. If the Pro has not pre-registered and prepaid, you will have to collect the M.A.A. fees and, the Pro Purse fee. Keep a separate list of the Pros. The list and Pro fees you have collected are to be turned over to the M.A.A. Treasurer with the rest of the monies collected, along with the list of names. **(A separate check for Pro fees should be made out to: MICHIGAN PRO ARCHERS).**

THE M.A.A. PRE-REGISTRATION CHAIRPERSON

Pre-registrations are people who register for either all three indoor, all three outdoor or all six shoots at once. A list of these archers including the dates and times that they requested will be sent to the club's registration chairperson with the rest of the information packet. **These people get priority over all others.**

Requests for refunds must be made in writing to the Treasurer. By-laws, Article XV, Section 7, C.

NOTE: A PERSON MAY BE A MEMBER OF MAA/NFAA WITHOUT BEING A MEMBER OF A CLUB/SHOP CHARTERED WITH M.A.A., WHICH ENTITLES THEM TO PARTICIPATE IN OUR TOURNAMENTS. HOWEVER, THEY ARE NOT ELIGIBLE FOR AN AWARD. ALSO, THEY DO NOT GET PRIORITY OVER ANY M.A.A. MEMBER. M.A.A. BY-LAWS REQUIRES PROOF OF CLUB/SHOP MEMBERSHIP.

Husband's Club/Shop membership card is accepted for family (wife and children under 18).

ARCHERS SCORE CARDS AND TEAM CARDS ARE TO BE MAILED TO AWARDS SECRETARY IF HE/SHE DOES NOT PICK THEM UP.

UNUSED SCORE CARDS AND TEAM CARDS ARE TO BE MAILED TO THE M.A.A. Treasurer.

Smoking of any kind of tobacco or Electronic device shall not be permitted in the building or shooting areas where archers are present.