

# Colorado Indoor JOAD Rotational Buckle Series Guidelines

## Background:

The JOAD Clubs of Colorado have held an annual series of tournaments for many years. The tournament series has been commonly referred to as “the rotational” due to the cooperation between multiple Colorado JOAD Clubs hosting the events on a rotating basis. The tournament series is extremely popular among JOAD shooters in the state due to the familiarity, consistency, and level of competition. Each of these tournaments has grown to over 200 participants from around the Front Range and beyond. Over the span of many years the JOAD clubs have, through healthy dialogue, identified areas for improvement, and a need for consistency in these events. In order to provide a consistent and successful series for our archers, multiple members of Colorado JOAD have participated in a joint effort to put together a list of standards, processes and expectations for the rotational tournaments, which should enable a successful and enjoyable competition series.

## Purpose:

This document is intended to formalize the quality standards expected of rotational tournament organizers, provide a single source of information for the JOAD archery community, and establish a compliance process that ensures a continued level of quality at future events. These guidelines are meant to reflect agreements that were decided upon at the bi-annual coaches’ meetings. The standards and processes outlined in this document will need to be followed by all those who agree to be tournament organizers.

All standards listed in this document meet or exceed USA Archery JOAD standards and are in compliance with sanctioning rules and regulations. When agreeing to host an indoor rotational tournament, the Tournament Director (TD) is expressly agreeing to comply with the standards, processes and expectations listed in this document.

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Appendix A - Suggested to do list for Colorado JOAD Tournaments

## **1. Host Selection Process:**

1. The hosts for each of the series tournaments will be chosen during the regularly scheduled JOAD club leaders meeting each summer.
2. A list of clubs, in a sequential order, has been created through a drawing process. At each year's meeting, the next club in line to host a tournament will have an opportunity to accept their hosting responsibilities or decline them.
3. In order to accept the hosting responsibilities, the following requirements must be met:
  - a. The club leader or club representative must be present at the meeting.
  - b. Clubs or Tournament Directors that have not previously hosted a tournament must be assisted by an experienced club.
4. If a club declines to host a tournament during the current season, the next club in line will be offered the event.
5. Clubs that decline to host are left on the list in the same spot as if they hosted an event and will not be given any additional priority the following year.
6. A club's next opportunity to host a tournament in this series will come up again through the sequential progression of the list.

## **2. Scheduling and Venue:**

1. Clubs are expected to finalize their tournament date within one week from the time of accepting to host a tournament.
2. Clubs who are hosting tournaments during the months of January, February and March may defer choosing their tournament dates until USA Archery publishes its Indoor Nationals schedule. Once the schedule is posted hosts will have 2 weeks to post final tournament dates. Hosting clubs are to communicate the final date(s) to the Colorado State JOAD website administrator for publication to the Colorado JOAD website and social media outlets.
3. The venue used for the tournament must meet the following minimum standards:
  - a. Must have target bales which are in good repair, installed at a height which are in line with USA Archery standards, and adequate lighting.
  - b. Ranges must have a marked shot-arrow line, shooting line and waiting lines which are in line with USA Archery standards.
  - c. Must have sufficient space to safely accommodate the archer's equipment.
  - d. Must have the capacity to safely house archers over a single weekend.
  - e. Adequate seating must be provided in the area designated for both archers and the coaches.

## **3. Roles and Responsibilities At The Tournament:**

### **3.1 Tournament Director:**

1. Tournament Directors are held to the rules of both USA Archery and World Archery; as well as the guidelines outlined in this document- agreed upon by the Colorado JOAD coaches.
2. The Tournament Director acknowledges that it is his/her responsibility to run the event and maintain the schedule.
3. The Tournament Director will assure that tournament fees will be paid through a valid PayPal account associated with a JOAD club.
4. Tournament Director agrees to allocate sufficient budget to provide quality awards to first, second, and third place finishers in each division at the event.
5. Tournament Directors are expected work with and provide the judge coordinator their judging needs, and supply a detailed schedule prior to the event. The schedule must include number of sessions, check-in times, bow inspection times, and shooting times.

6. Tournament Directors are required to work only in their designated role. They may not function in any other role (i.e. Director of Shooting or Judge).

### **3.2 Judges:**

1. Judges are responsible for the field of play, which includes the archer's/coaches' seating area, extending to the target area and includes supervision of the timer.
2. Each year, a designated Judge Coordinator will be identified.
3. The Judge Coordinator will be selected by a majority vote performed by the Colorado JOAD coaches for the upcoming season.
4. The Judge Coordinator will be tasked with scheduling judges for the JOAD Rotational series of events.
5. Three judges will be assigned to each event.
6. The rate of compensation shall be a "per shooting time" rate per judge (currently \$40 per line) and shall include food allowances.
7. The Judge Coordinator shall be present and provide input during the discussion around judge compensation each year.
8. Judges will inspect the field of play for readiness, compliance and safety issues prior to the beginning of the competition.
9. Judges at the JOAD Rotational series events will be expected to arrive at the events on time and agree to adhere, to the best of their ability, to the schedule created by the Tournament Director.
10. Judges who are coaches cannot coach while acting as a Judge. There needs to be a sharp delineation between the two roles to prevent an unfair advantage to that Judge/Coach's athlete.

### **3.3 Coaches**

1. Credentials:
  - a. Team coaches must acquire a "Coach's Credential" from the Tournament Director in order to access the archers' seating area.
  - b. There will be only three credentialed coaches per club in the seating area at any one time.
  - c. Coaches must visibly display credentials while in the archers' seating area at all times.
2. Coaches must be present at the tournament if they have an archer on their team competing.
3. If a coach cannot be present, then that coach must make arrangements ahead of time with a coach from another team in case an athlete requires any assistance.

### **3.4 Parental Conduct:**

1. Parents must adhere to the USA archery code of conduct found in the JOAD handbook.
2. Parents should NEVER directly approach an archer with any concerns or complaints.
3. Concerns should be addressed with the archer's Coach. The issue will then be addressed with the archer accordingly.
4. If the Coach is not available then issues can be brought to the attention of a Judge or the Tournament Director.

### **3.5 General Conduct**

1. Please refer to the USA Archery website for information regarding ethics and the code of conduct.
2. This information can be found in the USA Archery website under "Forms and Policies".

#### **4. Tournament:**

- 1. All JOAD Rotational Tournaments need to be sanctioned by USA Archery.***
- 2. All JOAD Rotational Tournaments must follow USA Archery rules to ensure that any national shooting records shot at the tournament will be valid.***

#### **4.1 Dress code:**

1. Refer to the USA Archery rules regarding dress code regulations.

#### **4.2 Registration Fee:**

1. Standard JOAD Rotational registration fees are set at \$30 per archer, \$25 for additional family members with a family maximum of \$80.

#### **4.3 Guest Division:**

1. Guests are defined as currently not associated with a Colorado JOAD club at the time of registration for the tournament.
2. Guests are welcome to compete but are ineligible for podium placement or in the final Shooter of the Year rankings.
3. Guest placement, if their score is in the top three will be recognized with honorable mention for their achievement.

#### **4.4 Target:**

1. A vertical three-spot vs. a triangular three-spot will be used as it is in USA and World Archery events.
2. Single-spot targets will be also available for compound, barebow and recurve divisions.
3. Yeoman Compound will shoot on a 40 cm single-spot target or a three-spot vertical target - scoring with the outer 10 ring.
4. Yeoman recurve and barebow will shoot on a 60 cm target.
5. Prior to the beginning of the second round, and at the request of an archer, new target faces may be replaced. Archers may receive a new target by asking a judge.
6. During the actual competition round a target face can be replaced at the discretion of the judges.

#### **4.5 Scoring:**

1. Scoring will be done in accordance with USA Archery Guidelines.
2. Until such time that USA Archery publishes firm guidelines for Yeomen shooters, Yeomen compound shooters will score using the outer 10 ring.
3. It is expected, but not required, that electronic scoring is utilized at all of the JOAD Rotational series events.
4. Double scoring must be utilized. Double-scoring is defined as one electronic scorekeeper and one paper scorecard, or two paper scorecards.
5. Paper scorecards will be used to resolve any discrepancies and are the official record.

#### **4.6 Results:**

1. Results will be posted to the Colorado JOAD website within two weeks of the conclusion of the tournament.
2. Results must include current ranking for Shooter of the Year.

#### **4.7 Individual Event Awards:**

1. The minimum standards for awards given out at these events shall include:
  - a. A clear indication of which placement the award represents (Example: Gold, Silver and Bronze)
  - b. The award should have a clear indication of the event that the award was earned (Example: Colorado JOAD Rotational Tournament - October Compound Female 1st place).

- c. The words "Colorado JOAD Rotational Tournament" must be located on the award.
- d. Awards must be an actual award (i.e. medal, trophy, water bottle, bag etc.).
- e. Dog tags, ribbons and certificates are not to be given as awards.

## **5. Shooter of the Year:**

### **5.1 Determination of Shooter of the Year:**

1. The Shooter of the Year will be determined through a point system with each archer earning "Placement Points" for their ranking in each event. At the conclusion of all 6 events, the shooter in each division with the lowest number of total Placement Points will be awarded the title of Shooter of the Year.
2. Shooters must participate in a minimum of 4 out of the 6 tournaments during the season to be eligible for the Shooter of the Year award.
3. Placement Points are earned as follows: 1 point for first place, 2 points for second place, 3 points for 3rd place. Points earned will continue in this manner for each ranking.
4. For purposes of calculating final placement points, the placement points in a shooter's top 3 finishes will be used as long as all 3 finishes took place in the age division and discipline that the shooter participated in at the end of the season.
5. An archer can discard their worst placement during the tournament season.

### **5.2 Award:**

1. The physical award given to the Shooter of the Year should be a quality belt buckle.
2. The 6 clubs selected to host the upcoming seasons tournament will work together to identify a specific person responsible for ordering and procuring the buckles for that year.
3. Each of the 6 clubs hosting a tournament during that year will be responsible for sharing the costs of the buckles equally.
4. Payment for belt buckles should be received at the beginning of the season, and belt buckles purchased by December.

## **6. Communication:**

1. Contact information for each JOAD club must be updated with the Colorado JOAD webmaster at the beginning of each season.
2. Tournament Directors are expected to keep the Colorado JOAD archery community informed of their event.
3. Tournament details shall be provided to the Colorado JOAD webmaster as early as reasonably possible for timely posting on the Colorado JOAD website and social media accounts.
4. Coaches shall receive updates, through email, of archer registration information, shooting time assignments, lane assignments, and any schedule changes.
5. The email list of all registered coaches who are representing their teams shall be kept and maintained by the State Coordinator.
6. All coaches are responsible to update their information.

## **7. Compliance Procedures:**

1. The quality and reputation of the JOAD Rotational series is paramount to the continued growth of archery in Colorado. Clubs hosting any JOAD Rotational series event are expected to follow all guidelines and standards listed in this document. Failure to meet any of the quality standards in this document can result in suspension from the Tournament selection process for one season.
2. Once suspended, the club's name will be removed from the selection list for one season.

**8. Complaint Procedures:**

1. Complaints must be brought before the Colorado JOAD club leaders and adjudication will occur on a case by case basis. Ad hoc meetings will be called for urgent issues.
2. The Colorado JOAD club leaders will provide a process for submitting and reviewing any complaints before the season begins.
3. The Colorado JOAD club leaders will determine if a complaint is a violation and warrants consequence. Any club who feels that a tournament did not meet the stated standards can submit a formal complaint to the Colorado JOAD club leaders with a request to suspend the club from hosting JOAD Rotational events.

**9. Changes to this document:**

1. This document was adopted by a majority vote of the Colorado JOAD club leaders on XXXX, XX, XXXX.
2. Changes to this document may be requested through an email sent to the current Colorado State Coordinator.
3. The Colorado State Coordinator will add the change request to the agenda for the next scheduled Colorado JOAD club leaders meeting for consideration and approval.
4. A majority vote in favor of the requested change is required for this document to be amended.
5. A record of all versions of the document and a history of all changes will be made available on the Colorado JOAD Website. Historical versions of this document will be retained for future reference.

## Appendix A

### Suggested To Do List for Colorado JOAD Tournaments

#### **60 days before Tournament:**

1. Valid PayPal Account (email address w/ attached Verified Bank Account)
  - a. Tournament fees will be paid through a valid PayPal account associated with a JOAD club.
2. Obtain Business EIN#.
3. Open Club Bank Account
4. Set Tournament Budget
5. Sanction shoot with USA Archery
6. Obtain copy of expense/income worksheet template from USA Archery Website

#### **30 Days before Tournament:**

1. Create Division Shoot Day/Times- email to all Coaches.
2. Open Registration on [www.coloradojoad.org](http://www.coloradojoad.org)
  - a. Email JOAD IT Support with the following information
    - i. Tournament date(s)
    - ii. Tournament Director's name, email and phone number
    - iii. Valid PayPal account (email address) for registration fees
    - iv. Email address for Registration notifications to be sent
    - v. Shoot times
3. Choose electronic scoring method & begin set up if using.
4. Confirm sufficient amount of target faces required for the tournament
5. Get State Records List
6. Aging Up List (for the January Tournament Director)

#### **20 Days before Tournament:**

1. Confirm Judges with Judge Coordinator
2. Score cards
  - a. Create Scorecards
  - b. Have Score Cards Printed: double copies with different color
  - c. Labels for score cards with archer name, club name, bow type, division, gender, lane assign and shoot time
3. Order Awards- Refer to Section 4.7 Individual Event Awards
  - a. Plan for awards ceremony
4. Volunteer list-confirm volunteers
5. Plan for concessions
6. Labels for bales ((numbers) and lanes (A, B, C, D lines)

#### **7 Days before Tournament:**

1. Create Coaches' Credentials
2. Email list of registered archer's to coaches.
3. Have volunteer training
4. Director of Shooting Booth
  - a. Rent Sound System/Timer System
  - b. Plan for National Anthem
  - c. Music playlist
5. Obtain all supplies on hand
  - a. Extension cords
  - b. Tables/Chairs

- c. Clipboards, scorecards & pens
- d. Duct tape, sharpies, whiteout, stapler, calculators, etc.
- e. Target faces & target pins
- f. First-aid kit or station
- g. Awards

**1 Days before Tournament:**

- 1. Confirm final registrations and lane assignments
- 2. Print final registration lists and lane assignments- two copies (for check-in and judges)
- 3. Print score cards
- 4. Set up range
  - a. Timer system
  - b. Electronic scoring
  - c. Bale signs (A/C & B/D)
  - d. Hang targets for 1<sup>st</sup> shooting line
  - e. Registration/Check in Desk
  - f. IT Support area/Score Table
  - g. Signage & archer/coach seating
  - h. Awards table & area
  - i. Concessions

**Day of Tournament:**

- 1. Breath!



## Suggested Cover Email when Releasing Document

Hi Kevin,

Attached you will find the proposed "Colorado JOAD Indoor Tournament Guidelines".

Please forward this document to the Colorado JOAD community for review.

To the Colorado JOAD community,

We would like to thank all of you for allowing a group of archery enthusiasts the opportunity to volunteer and help the growth of the Colorado JOAD Rotational Series.

The document hereby presented, is intended to support a cohesive, smooth and organized running of all the rotational events. This document is not an imposition being put in place by an organization or by a group of people. These guidelines are meant to reflect agreements that were decided upon at the bi-annual coaches' meetings. Revisions will be kept for reference and review.

We expect that some of the guidelines presented in this document will bring about discussion. As such, we welcome and encourage the community to express their opinions and point of views. This document is being written for the Colorado JOAD community and therefore should reflect the desires of the community.

As agreed on in the last coaches' meeting, any feedback or proposed modification should be put up for vote for the JOAD club leaders to decide.

A final vote will be required in order to determine if these guidelines will be implemented for the upcoming 2018-2019 JOAD Rotational series.

Please feel free to contact any of us with any question or concern.

If possible, we would like to have a final decision about these guidelines by September 30<sup>th</sup>, 2018.

Sincerely,

- Karin Bock
- Frank Buck
- Leonardo Carrasco
- Jim Flores
- Kristin Hanak

Dear Coaches and Club Leaders,

The document that we are presenting to you for approval, is meant to reflect agreements that were decided upon at bi-annual coaches meetings.

Our goal has been to document those decisions.

Regarding some of the points presented, this group of volunteers felt the necessity to simply write down the decisions made at the bi-annual coaches meetings with the expectation of bringing about discussion or changes at future bi-annual meetings.

As such, we have received a few questions in regards to "If I vote to approve the current version of the document, will my comments be considered for possible discussion and /or revision of the document?"

The answer is Yes. The plan is that everyone's comments will be added to the agenda for the next bi-annual coaches meeting in January for consideration and voted on by each club.

On the other hand, if the majority votes to disapprove the current version of the document, then we will regroup and address the comments immediately.

We encourage you to reach out to any of us for any further clarification and conversation.

Please remember that we are simply collecting and documenting your ideas and agreements from prior meetings on how to run the JOAD Rotational events.

Kind regards,

Karin Bock  
Frank Buck  
Leonardo Carrasco  
Jim Flores  
Kristin Hanak

Emailed 10/28/18 To Kevin to forward to USA Archery

Dear USA Archery,

The Colorado board of advisers would like to politely suggest consideration of the following change to the current two year bidding process for the Colorado State Championships.

**We would like to request, as a result of feedback from the JOAD clubs/ coaches of Colorado, that we change our bid process cycle from two years to one year.**

We feel we have enough involvement in our JOAD community to support this change. We host a series of 6 rotational JOAD tournaments each year and participation has consistently been at 200-220 archers each event. With approximately 21 JOAD teams, many of these clubs have had the experience of hosting a tournament.

We have an active and robust JOAD community here in Colorado, and many of our clubs wish to have the opportunity to host local and state tournaments. Keeping the bid cycle at two years will hinder clubs from the opportunity to host state tournaments and delay future growth of our JOAD program. Additionally, several clubs chose not to apply this bid cycle because of the two year commitment. Changing the bid to annually will encourage greater participation amongst the JOAD clubs.

We have discussed the possibility of changing the current two year bid for the 2019 and 2020 Indoor State Championship to a one year cycle with the two clubs that bid. They have both verbally given their approval to allow this change to occur without the requirement of having to rebid.

Due to time constraints, we believe that the current two bids are more than adequate for consideration of the 2019 Indoor State Championship. This will also allow clubs that were concerned about the two year commitment to submit a bid for the 2020 Indoor Championships.

We believe this will be of the utmost benefit for the State as it will allow continued growth.

Thank you very much for your time and consideration.

Kind regards,

The USA Archery Colorado Advisory Board

Karin Bock  
Frank Buck  
Leonardo Carrasco  
Jim Flores

Kristin Hanak

