



National Archery in the Schools Program

NASP® Tournament Handbook

A guide for planning and running local NASP® tournaments.



Version 1.0

Table of Contents:

I. Introduction...	3
II. Purpose...	3
III. Tournament Decision...	4
Virtual	
Live	
Hybrid	
IV. Tournament Preparation...	5
Number of Participants, Size of Venue	
Choosing a Venue	
Length of Tournament	
Tournament Promotion	
Tournament Financing	
Tournament Supplies	
V. NASP® Tournament Participation...	10
Team	
Individual	
VI. Tournament Implementation...	11
Volunteers	
Recruitment	
Worker Pairings	
Volunteer Assignments	
Registration	
VII. Setting up the Range...	14
VIII. Running the Tournament...	16
IX. After Tournament...	19
X. Sample Range Operation Script	21

I: Introduction

Since 2002, thousands of schools and millions of students have participated in the National Archery in the Schools Program (NASP®). Many of those NASP® archers have also participated in NASP® tournaments. NASP® tournaments are a series of culminating events that reward and celebrate the in-school curriculum and the lessons each student learned.

Conducting NASP® tournaments has many benefits: program recognition, promotion, growth, and potential funding for your local NASP®. Students benefit through learning sportsmanship, integrity, patience, friendships, team building, and academic improvement resulting in a better relationship/connection with the school.

NASP® and the NASP® tournaments have positively impacted millions of students' lives over the years. **Standardized equipment, training, and curriculum** are the keys to this success. Participation has been maximized through simplicity for students, coaches, and schools.

II: Purpose

The purpose of this manual is to provide basic instruction and tips to conduct local and regional size NASP® tournaments. This manual will cover a variety of topics and will attempt to be as comprehensive as possible.

NOTE: *This manual is a representation of NASP® Inc. Rules, recommendations, and procedures that are specific to the National Program. To include NASP® in the title or affiliate a tournament with NASP®, your tournament must align with NASP® principles and operate under the current NASP® protocols and rules.*

III. Tournament Decision

Prior to Planning:

If the tournament is to be held on school property, before beginning the planning process schedule a time to talk with the principal of the school where it is to be held.

The principal may have critical issues to discuss regarding facility usage, admissions, and the district policies on the handling of funds and reporting, parking, security requirements, storing the tournament supplies, and the possible need for school council or school board pre-approval. There may be other school policies that the tournament planners need to discover and then follow that might be disclosed in this discussion. Either way, it is a great first step in planning a tournament!

Determine an estimated number of participating archers.

Making the decision to have a NASP® tournament is just the beginning. Pre-determining the approximate number of participants is important. This could be accomplished by conducting a pre-tournament survey of potential participating schools. The survey could ask if they will attend and how many archers they will send. This information is necessary for determining event needs. Also, the available venue may determine the size of the event you will conduct. This depends on your situation.

There are three different options for tournaments: **Live**, **Virtual** (on-line), or **Hybrid** (combination of live and virtual).

Live – Live, or in-person, NASP® Tournaments provide direct interaction, excitement, and all the other benefits of live sporting events. They can also stimulate local program growth. Live NASP® Tournaments are a vital component of a strong program. Post event press releases are beneficial to share with local media. Posts made on social media sites will provide additional local program awareness as well. Live Tournaments can often be self-funding, help grow future events, and be potential funding sources.

Live and Virtual Tournaments are listed and managed through the nasptournaments.org site. If the decision is made to use the NASP® site, below is a link to a tournament guide explaining the process:

<https://nasptournaments.org/ClientSoftware/downloads/NASPPROTournamentInstructions.pdf>

Virtual - NASP® offers an online tool at www.nasptournaments.org where tournaments can be scheduled and conducted with schools shooting in their gym or other location, registering their scores, and combing their scores with other participating schools to determine the rankings. Schools can promote their tournaments locally. They can charge a small attendance fee for spectators (generate additional program funds). This tool is very helpful for everything from small local tournaments to large statewide events. The Virtual Tournament offers many options and opportunities for various events. It also requires minimal cost in time or money.

However, Virtual Tournaments lack the interaction, excitement, and opportunity to meet others, available with live events.

To set up a virtual tournament:

<https://nasptournaments.org/ClientSoftware/downloads/NASPPROTournamentInstructions.pdf>

As an option, or even as a part of virtual events, a skype or zoom event could be set up with other schools or with a school from another country. Each school would log into that meeting and with the use of a camera and microphone be able to interact and see each other shoot over the internet.

Hybrid – Hybrid Tournaments are a combination of the previous two tournament types listed. A live or in-person tournament should be created on the NASP® tournaments site. Then a flight named “Virtual” should be added to the live, or in-person tournament. Scores for archers participating virtually (or remotely) should be sent to the live tournament host on scorecards or a provided spreadsheet where they will be combined with the live event scores. It is important to note that Virtual Tournaments are often offered over an extended period. Plan to ensure all scores are submitted well before the conclusion of the live event.

Live tournaments are what will be discussed in the rest of this Handbook.

IV. Tournament Preparation

Number of Participants and Size of Venue - The potential number of participants will help determine the facility needs, tournament length and number of needed volunteers. You can use the space you have available to determine what size of tournament you can run.

Small Tournament - 80' of space (single gymnasium) 80' / 5' for each lane = 16 lanes or targets X 2 archers per lane = 32 archers per flight (*a flight is a scheduled segment of the tournament where one group of archers shoots their practice and scoring rounds*). A one-day tournament of 7 flights would have a capacity of 224 archers. A two-day tournament of 7 and 6 flights equals 13 flights total, this would allow for a capacity of 416 archers.

Small tournament with a double gymnasium. Could have 160' of target space, this would be 32 lanes or targets. 32 lanes = 64 archers per flight. A 7-flight schedule would be 448 archers. The capacity numbers for these events can all be adjusted by changing the number of flights scheduled. *When scheduling flights it may be a good idea to open a few of the midday flights first and not all at once. When the midday flights fill then begin opening the others. This reduces having partially filled flights.*

Facility Depth - The depth of the facility should be a minimum of 80' to allow for the full tournament range to be set up. Plus, room for any seating. If there will be spectator seating at

the back of the range an open area of 8'-10' needs to be established between the spectator line and the front edge of the seating. Ideally, there will be 90' of depth before the front edge of the seating.

Safety: Safety is a critical consideration when running a NASP® tournament. Several key components to consider:

Pedestrian Traffic: The facility should allow a range to be set up with a safe shooting direction. Limited down range access doors (all down range doors should have signs posted on the outside: *Attention: Archery in progress use different door.*

Make sure the entry and exits for participants and spectators are simple and safely behind the range area.

First Aid: While archery is one of the safest sports, available First Aid at all events is essential. Medical needs can be for any reason. First Aid personnel should be on-site prior to guest arrival and remain until the event has concluded.

Length of Tournament:

A schedule of flights and the number of days will be determined by the number of participating archers. Flights can be scheduled every hour for small events. Any volunteers or lane officials should be on site about one hour before the first flight.

Depending on the awards you are presenting, the awards presentations could take a half an hour to an hour and a half. Schedule help for set-up and tear-down. Smaller local events being held in a gymnasium can be set up in the morning on tournament day. If your facility allows, the range can be set up the day before. Tear-down is usually completed right after the event. But, if the facility permits, tear down can be completed the day after.

Tournament Promotion: Promotion will ensure the number of participants for a successful event. Proper promotion generates increased interest for spectators and participants. Below are some things to keep in mind as you are planning.

www.nasptournaments.org will help with organizing and promotion. Visitors to the site will see a list of scheduled tournaments on the site and can register for them on the same site.

Social Media: Social Media sites are powerful tools. With millions of users, there is a good chance that local archers and coaches are on Facebook, Twitter, and other sites. Considering this, regular network updates will keep participants informed and excited about events.

Emails: Especially as the event gets closer, e-mail reminders are vital to update everyone with information about the event. This is the most direct way to share reminders, schedule changes, and information with volunteers working a tournament.

Coach's information: Provide coaches with details about the event, tournament dates, and registration information, schedule, on-site registration, admissions information, etc.

Quality: There are numerous ways of promoting tournaments and programs. However, a quality event or program makes the biggest impact and is the best promoter of all. Success leads to success and word of mouth can have a huge effect!

Tournament Funding: In most cases, registration and admissions fees make up the bulk of a budget for tournament expenses. Local support through donations and sponsorships are other sources of revenue. Primary expenses will be awards, tournament supplies and possible venue costs such as room rental, First Aid and Security. Research the cost of supplies, awards and first aid personnel. Then create your budget. Figure out what the registration and admission fees will be.

Example: If the registration and admission fees are set at \$10.00 and \$5.00. 500 archers and 750 spectators would generate \$5,000.00 in registration fees and \$3,750.00 in admission fees, for a total of \$8,750.00 for expenses. Depending on individual budgets the fees can be adjusted. The goal is to keep them low enough to cover the cost and not discourage participation.

Tournaments can be a revenue source to grow local programs.

Note: Be sure to check with your State NASP® Coordinator first because some states have set tournament fees.

Tournament Supplies:

There are a lot of small things vitally important to every event. Here is a list of the tournament supplies. All items should be secured well in advance of the event.

Measuring tapes: larger tape measure works better. At least one 200' tape will make laying out the range more efficient. For quick reference, pre-mark all measurements (target, 10-meter, 15-meter, waiting, coaches, and spectator lines) on the tape measures using blue painter's tape. *Make sure the tape is placed on each mark the same way (front edge at the mark or back edge at the mark):* See range set-up for measurements.

Floor tape: There are 7 range lines to put down with tape. If a 3-foot curtain or other items are used for the spectator line, then only 6 will need to be taped. But 7 will be the base number.

If a range is 100 feet long, multiply that by 7 and that range will need 700' of tape for the floor. Extra tape should always be ordered for repair of damaged areas or in the event of a needed correction. *Blue painters' tape or green Frog Tape is used for finished or varnished floors and yellow vinyl aisle marking tape is used for concrete floors. Morrell Manufacturing produces pre-measured tape with lanes printed right on the tape, available through NASP®.*

Markers: Sharpie markers are needed to mark out and number the lane lines and centers. The range lines are marked and numbered with a series of lines, numbers, and "X's".

Example: lanes two and three (marked on the 10 and 15-meter lines) would look something like this: | 2L X 2R | 3L X 3R | Each lane is numbered twice because two archers share one lane. Each archer must remain in their portion of the lane.

On the target placement line, each 5' lane and the center are the only thing that needs to be marked. So, the marks would be the lines and the X but no numbers:

| X | X |

The center of each lane is marked with an X so the center of each target (bullseye) can be positioned directly above it.

Arrow curtain: Enough to span the entire range. Because arrow curtain must be hung loose, it takes approximately 30 feet of curtain for every 25 feet of range. Every event must have enough arrow curtains to span the width of the range, backing all targets and extending beyond the last target on each end.

Zip ties: Zip ties will be needed to hang the arrow curtain (leave ties loose so they are easy to cut after the event) from the cable or metal crossbar. *Morrell Manufacturing metal curtain hooks can also be used for hanging the arrow curtains and are available from NASP®.* When hanging an arrow curtain place one tie, or hook, in approximately every third hole or loop of the curtain. Zip ties may also be necessary if hanging any banners.

Targets: One for every lane plus a couple extras for possible replacements. Targets used must be NASP® approved equipment and able to fully support 80cm paper target faces.

Target faces: NASP® tournaments use the 80cm Morrell paper target face. One target face per lane, per flight, + 10%. A 50-target tournament with a schedule of 7 flights (50 X 7 = 350) 350 target faces, plus 10% extra (+35 = 385) That event would require 385 target faces.

Target nails: Target nails hold the target faces in place. *Plastic capped roofing nails from a building supply store are commonly used.* 6 are placed at each target at a time, 4 for the target face (one just in from each corner) and 2 extra. They break frequently or get lost and need to be replaced. Make sure you have plenty. Plan for approximately 10 per target. There are other suitable items on the market for pinning target faces onto targets, but we found these to be the least expensive.

Lane numbers: Each target/lane should be clearly numbered for easy reference by archers and spectators. Numbers can be placed on the arrow curtain just above the height of the target (all at the same height) and centered on the lane. Corrugated plastic board is a good material for making target numbers on because it's light but durable enough to hang on the curtain. Numbers placed on the top of the target are also acceptable

Scorecard boards: Wood underlayment for floors, cut into squares just large enough to hold two scorecards (12"X12" will allow you to use the whole 4' X 8' piece). The scorecards are held

in place with rubber bands. The scorecard boards should be free of any metal clips. *Clipboards should not be used.*

Scorecards: One scorecard for every participant plus plenty of extras (15%) for changes, cancellations, additions, and/or replacements of damaged cards. *There is also the option of using the NASP® scoring App. (if you are using scorecards you will also need an Apperson Scanner and software)*

Rubber bands: Depending on the size of the tournament. Two on every scorecard board; two per target, for the roll of replacement target faces; plus, extras for administrative uses.

Pencils: Tournaments require a lot of pencils. One on every scorecard board; 5 for every lane official to carry as replacements; 3 with erasers per lane official; and a lot of extras for replacement. 5 per target is a fair number in determining how many to purchase. All pencils for archers must be free of any erasers. The only people allowed to have erasers on the range are the lane officials.

Erasers: Lane officials could also use handheld erasers.

Small pencil sharpeners: Available on the range. Several lane officials should have small manual pencil sharpeners.

Floor quivers: Two floor quivers per lane plus extras for replacement.

Bow Racks: Depending on the type of rack used you will need one for at least every 4 or 5 lanes of the range. Determine the number of bows each rack will hold, compare with two archers per lane and determine how many you need.

Arrows: It is recommended that archers or teams bring their own arrows for small events.

Awards: When considering awards, it is important to hand out enough to maintain a level of excitement, but not so many that it diminishes the individual achievement or takes away from the excitement of the awards ceremony. Individual and team awards can be medals, trophies, or plaques, depending on the tournament budget. Individual awards are usually given in Elementary, Middle and High School Divisions for 1st – 5th place females and 1st – 5th place males. Team awards are also usually given in the Elementary, Middle and High School Divisions for 1st-3rd place teams. If your budget allows, you may choose to award over-all and over-all runner-up male and female awards. You could also award top teams a trophy and medals for the team members. All trophies and awards being presented should be ready well before the tournament. They should be inspected for damage and correct recipient information.

V. NASP® Tournament Participation

NASP® tournaments focus on team participation but are set up for team and individual participation. Archers that compete on a team are also included in the individual competition in their division.

Team Aspects

For a detailed look at the official NASP® Rules and Regulations, visit: www.naspschools.org
All NASP® tournaments will follow the Annual NASP® National Rules and Regulations.

A team must come from a NASP® participating school. It is critical to the integrity and overall mission of NASP®, that all teams and individuals, come only from NASP® participating schools. Schools that have conducted NASP® in school training during the current school year are considered a NASP® Participating School.

Teams and their members must be from grades 4-12. NASP® tournaments only allow participation for grades 4-12. These grades are separated into divisions. *See Tournament Rules* www.naspschools.org

A NASP® Team consists of 12-24 students, at least 4 of which must be of the opposite gender. This is important to the mission of NASP®. The top 12 individual scores count for the team (which must include 4 of the opposite gender). NASP® encourages additional team participation so up to 24 archers can be on a team. In addition, NASP® is a co-ed program! NASP® wants to make sure girls and boys have an opportunity to participate toward team success.

Individual Competitors: NASP® students that are not on a team may participate as individuals in NASP® tournaments. Each archer assigned to teams also competes as an individual archer within their division.

Release of Liability waivers should be used for any events completed by parents of all participating archers, either in electronic form or paper documents. Waivers should be maintained, accessible, and retrievable in the event there is a need.

VI. Tournament Implementation

Having enough volunteers to run a safe and successful tournament is key to implementation.

Volunteers and Tournament Assignments: Volunteers are critical to the success of every size NASP® tournament. Depending on the number of lanes and duration of the tournament, the required number of volunteers and their assignments vary greatly. There is an appropriate structure of trained volunteers required for a NASP® tournament to run safely and effectively. The following are examples of roles your volunteers may perform.

Lane Officials: There should be one lane official for every 3 or 5 lanes. The Lane Officials are responsible for their assigned lanes and the archers in those lanes (Average is 3 – but should not exceed 5 lanes). Lane officials will be responsible for supervising shooting during the tournament, ensuring safety, rules compliance, supervising scoring, and making sure the scorecards are filled out and collected properly. It is critically important that all Lane Officials understand the rules, scoring procedures, and safety protocols.

Safety Officials or Flag Persons: They monitor movement on the range. They notify the Announcer when the range is, or is not, ready for the next command. Using red and green lights, signs, or flags, they signal red to notify the announcer to wait, the “range is not ready”, or green to notify the announcer that “the range is clear and ready for the next command”. At large events they are not lane officials and remain in the area between the waiting line and the active shooting line. However, Flag Persons or Safety Officials can answer questions from coaches pertaining to rules. All Safety Officials should be BAI certified and very familiar with the tournament process. The number of Safety Officials is dependent on the size of the range, and the Announcer’s area of view. **Small tournaments** (like in a gymnasium) may not require a Safety Official as the Announcer may be on the range or the range may be small enough that the whole area is clearly visible.

Announcers: The tournament Announcer is responsible for the timing and running of the whistle commands. Announcers will inform teams, shooters, and spectators about items during the tournament. This person will announce the flights, all range commands and necessary tournament information. The most important responsibility of the Announcer is to ensure safe, timely range operations. The Announcer should continually watch for potential safety concerns. Generally, there should be two announcers assigned to allow for breaks. The Announcer’s location should be at the center of the range. If a larger range, the Announcer’s area may need to be elevated on a platform. The platform should have railing around it, plenty of space, tables, and chairs to accommodate the number of people assigned. The height of the platform depends on the size of your range. Be sure to check availability of platform materials with the facility manager. The Announcer’s platform will also need audio that covers the whole range area.

Tournament Director/Organizer: This is the person who oversees the entire event. The Tournament Director is generally the person that takes care of organizing all the preparations prior to the tournament such as recruitment, training, assignments, promotion, registration, and awards (if you are reading this it is likely you).

Lost and Found Station: The announcer's area can be responsible for this.

Admissions staff: If there is an entrance fee for spectators, then admissions staff will be needed. Collect admission fees and monitor the entry and exit doors. The number required depends on the event size and the number of access doors. At least two staff should be at the main entrance to take admissions. Admissions staff also monitor other doors for security, making sure individuals are entering the event through the established entrance or entrances.

Registration staff: Registration table is most effective when located just inside the tournament main entrance, but out of the main traffic flow area. As teams line up for their packets this area can become congested. The registration staff is a group of people responsible for checking in teams, handing out tournament packets, tournament T-shirts (if offered), and answering any questions about tournament incidentals. Registration staff make sure teams are present, registration money is collected, and administration needs are dealt with. If teams do not show up, they inform the scoring room or Tournament Director.

Scoring Room staff: This number is also dependent upon the size of the event. The number of electronic scanners needed also depends on the size of the event. One scanner can run several hundred score cards in a reasonable amount of time. There is also the option of using the NASP® scoring App at the target. The scorers are responsible for tallying the results of the individual archers and calculating results. All events benefit from having electronic scanners for scorecards, but in small local events computer spreadsheets can be used. Manual scoring should only be done as a last resort, due to time and ease of error. The scoring room staff are also responsible for making sure all scorecards are collected from the Lane Officials and are completed properly.

Set-up and Tear-down Crew: It is helpful to have predesignated crews of volunteers assigned to specific tasks for both set-up and tear down. Generally, tournaments are set up the day before. Tear down is often completed after the awards are finished, or after the last fight is complete depending on where the award presentation takes place. Scheduling awards in a location separate from the range area can save on the amount of time you need volunteers to stay. Advanced planning will get the materials back where they belong and in good condition for the next event. Proper storage saves money. Usually, your Tournament Director or Range Supervisor (or both) will help supervise the set-up and teardown so that the range follows NASP® regulations and a plan is in place following the tournament, so volunteers know where to go once the tournament is over.

All volunteers for a tournament should receive job specific instructions detailing their responsibilities, assignment, and schedule prior to the tournament.

IMPORTANT NOTE: Always recruit more volunteers than needed. There should be enough lane officials to allow for breaks. Provide instructions for rotating breaks for each flight.

Recruitment: Volunteers can be recruited from many areas. The recruiting process needs to be started early enough to allow time for training and assignments. The following is a list of potential recruitment sources: local schools; participating schools; local community; sportsman clubs; churches; parents; state wildlife agency volunteers.

Worker Training: Although we encourage volunteers to be familiar with the program and ideally BAI certified, not all will be. Some may not have NASP® experience. Volunteers should have instruction provided to them to reduce potential confusion during the tournament. Instructions, tournament schedule, directions and any important information should be provided to all volunteers prior to the tournament. Make sure a copy of the current NASP® rules is available to all range staff (a copy at the announcer area or somewhere accessible). All lane officials should be BAI certified.

Lane Official Training: All lane official volunteers should view the NASP® lane official training video that can be found on www.naspschools.org. Volunteers should review this video each year for updates. You should also review, lane official duties, scoring protocol, dispute resolution, avoiding talking to archers, tournament rules, equipment guidelines and any other information specific to your tournament with your volunteers. *NOTE: For tournaments, if possible, train volunteers in their specific position. If everyone completes their role effectively the tournament will run smoothly.*

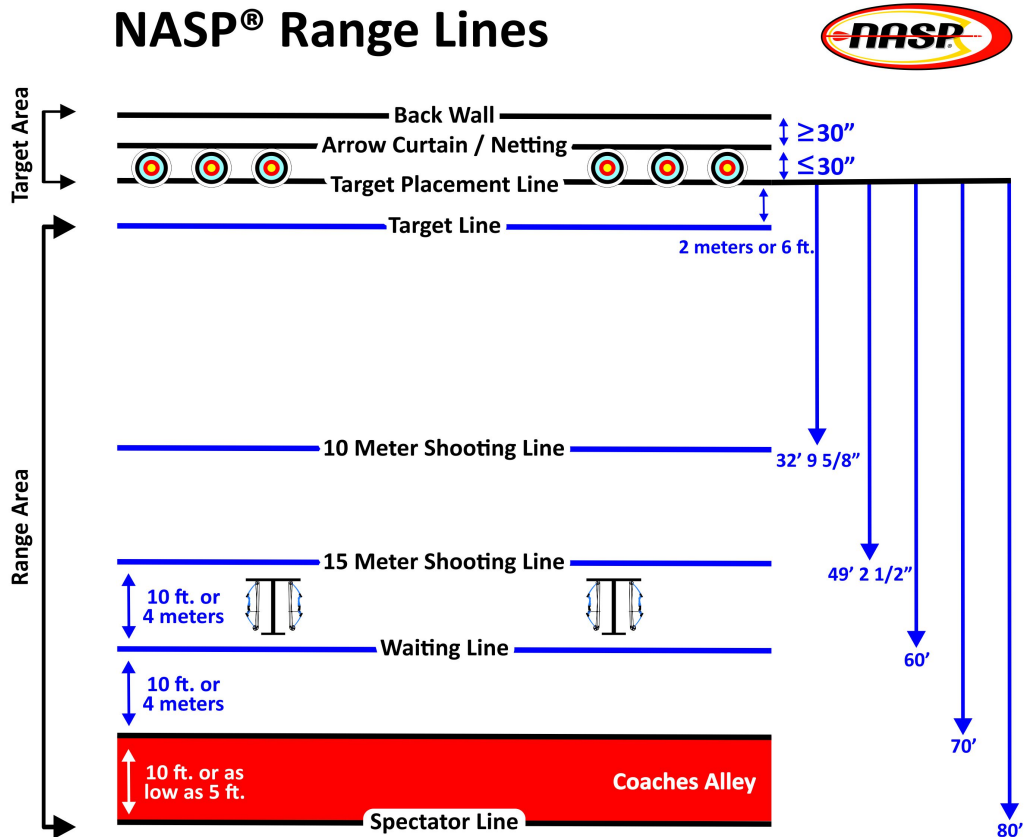
Worker Pairings: Less experienced volunteers should be paired with more experienced volunteers. Lane officials are the most critical position for this pairing.

Volunteer Assignments: The size of the range will determine the number of volunteers you need. If a couple hundred archers are expected, some volunteers may be able to do more than one job. If thousands of archers are expected, the coordination and organization of each job is more specific.

Tournament Registration: Tournament Administrative staff need to know in advance the schools and archers participating in a tournament. Scorecard labels should all be printed in advance. The scorecard labels, scorecards, team rosters, roster change forms, coach passes, and other information should be assembled into registration packets. All this information is needed well in advance to properly prepare for the tournament. For this reason, a registration period needs to be established and advertised well ahead of the event and should close at least one week prior to the tournament date. *NOTE: Suggestion, use www.nasptournaments.org as your registration tool for your event.* Using this site provides a great deal of assistance and technical support through the end of the event. NASP® tournaments can handle all registration needs and when your tournament is over (if it was a NASP® National qualifying event, state

tournament) all participating teams will be in the NASP® system for National tournament qualification verification.

VII. Setting up the Range:



A NASP® range requires 80' of depth and 5' of width for every lane of a tournament. ***Each archer must have 30" of space in their portion of a lane.***

Range Measurements:

Netting	Minimum 30" from any hard surface
Target placement line	Maximum 30" in front of the netting.

From the target placement line:

The target line	6' (or 2 meters)
10-meter line	32' 9 5/8"
15-meter line	49' 2 1/2"
Waiting line	60' (approximately 4 m from the 15-meter line)

Coach's Alley 8' - 10' From the waiting line
70' (team coaches must be in this area) *this distance can be adjusted slightly, as needed.*

Spectator Line 10' From the Coach's alley line (*this can be as little as 5'*)
80' Spectators must remain behind this line. *This line is optional, based on your layout and space.*

A video for range set up and safety is in the information and learning center on the NASP® website: https://www.youtube.com/watch?v=fX_eLiRVofA

Marking and taping the range:

Establish a safe shooting direction.

Measure and mark a line that is 60" (5 feet) from the back wall (or any hard surface that extends from the back wall) and square to the line. Put down a line of tape for this line. This will be the target placement line.

The netting will be positioned 30" behind the target placement line.

With a pre-marked tape measure (as previously described) and two or three volunteers; starting at one end of the range, square and tape an end line perpendicular to the target placement line.

Place the end of the tape on the target placement line, one person holds it in place.

A different volunteer will extend the tape out past the spectator line. Hold the tape in place.

With a piece of tape or with chalk (depending on floor type), a third volunteer will place a mark on the floor at, the target line, 10-meter line, 15, meter line, waiting line, coach's alley line and spectator line.

Pick up the measuring tape, move it approximately 20-30 feet, repeat the process. Mark the floor for every line, every 20 or 30' down the range, until the entire length of the range has marks on it.

One person holds a roll of floor tape while the other person takes the end and places it on the first mark for one of the lines. The person with the roll walks out the tape to the next mark on the floor, carefully lay the tape on the floor straight and connect the marks for that line. Repeat this process the length of the range for each range line.

When all range lines are taped, starting at the squared end line, tape the end of the tape measure to the floor on the end line at the target placement line.

Marking each lane and the centers: Extend the tape as far as needed. Put a line on the tape every 5' and an X in the center of each lane (a line at the 0 and an "X" at 2.5' then a line at 5' a "X" at 7.5' a line at 10' etc.). Repeat until all lanes are marked on the target placement line. The center of each target will be positioned over the "X" on the target placement line.

Repeat this process for the 10 and 15-meter lines.

When the lanes are completed, beginning on the left side of the range, for the 10 and 15-meter lines, number each lane | 1L X 1R | 2L X 2R | 3L X 3R | etc. until all lanes on the 10-meter and 15-meter lines are numbered. Check the two lines regularly to make sure numbers match and the lanes are aligned correctly.

VIII. Running the Tournament:

Once all tournament preparations have been completed and tournament day has arrived, you will be ready. If everything has been completed and all information has been shared, your volunteers should know their roles and the event will function properly.

The best way to outline running the tournament is to start from the beginning of the tournament and run through to clean-up.

Shooters arrive: It should be mandatory for teams to show up at least **1 hour prior to their scheduled flight**. This will allow them enough time to get their materials, prepare for their flight time and locate their lanes. Coaches will approach the registration desk and will look for two items: their team t-shirts (if provided) and the registration packet. Once teams are registered, they can enter the range area and wait for their flight time. Teams should first locate their assigned shooting lanes. Then pass out archers score cards, place stickers on score cards (address labels can be printed in advance by tournament or registration staff, with shooter information, name, school, lane assignment and shooter number) the archers place the stickers on the score cards at the bottom then bubble in their shooter number. If labels are not prepared, each archer can simply fill out the information with pencil on their score card.

Equipment Check: Before each flight, teams will place their bows on the bow racks at least 15 min. prior to the beginning of their flight. Lane Officials will inspect the equipment (in large events Team Leaders will inspect the bows). Key things to look for are scratches or marks that can be interpreted as aiming marks on the face of the bow, stabilizers, sights, the correct model of bow (only the standard Genesis bow is permitted in NASP®), NASP® approved rests, no brass nock locators, NASP® approved arrows (Full length Easton Genesis Aluminum 1820 only), and compliance with all current NASP® tournament rules. If a problem is found, then the bow or arrow must be fixed or replaced prior to shooting. Make sure each archers arrows in each lane

are either of different colors or easily distinguishable by, nock color, vane color, initials on the vanes, or some other difference.

First Flight: Following the equipment check, students will line up behind the waiting line and wait for the signal to “get bow” (2 whistles). *NASP® encourages the playing of the National Anthem prior to the first flight/day.* The Announcer will take the cue from the Safety Official/ Flag Person to see if the line is ready, either by color coded flags or raised hands. **NOTE: for the first flight of the tournament the set-up crew has already placed target faces on all the target butts.** Now the process will proceed as follows:

First 10 Meter Practice End: (*an “end” is a single round of 5 arrows*) The first end of 5 arrows will be practice from 10 meters. On the signal from the Safety Official the Announcer will give the one whistle command for “shoot” the archers will have 2 minutes to shoot their 5-arrow end. When all archers have finished shooting their 5 arrows and are safely behind the waiting line. The Safety Officials give the signal that the range is clear and ready for the next command. The Announcer will give the three-whistle command for “go get arrows”. The archers will retrieve their arrows, not record scores as this is a practice end, and return behind the waiting line for the first scoring end.

Three 10 Meter Scoring Ends: Following the 10-meter practice end, the same process will be repeated for three 5-arrow scoring ends. When the archers are given the three-whistle command to “go get arrows” they will follow the scoring protocol and score all arrows. One archer should call out and record the other archer’s arrows while the other archer observes and approves of each. Once that archer has completed calling and recording the other archer’s arrows, they will switch roles and score the next 5 arrows. If everyone agrees on the scorecard, they will initial or check the box for that end of arrows and then, one at a time, pull their arrows from the target and return to the waiting line to get ready for the next End. **Lane Officials should be present to ensure this process is performed correctly. Lane Officials may be needed for scoring assistance, determining the score of an arrow, or pulling arrows. If there happens to be only one archer at a target, the Lane Official will call and score that archer's arrows.**

15 Meter Practice End: Once archers have finished the 10-meter scoring ends, before getting the three-whistle command to “go get arrows”, they will be instructed move their quivers to the 15-meter shooting line upon their return from the targets. The next end will be a practice end from 15-meters. Once all the quivers have been moved and everyone is back behind the waiting line, the safety official will signal when the range is ready. The Announcer will give the two-whistle command to “get bows”. The previous procedures will be followed for the 15-meter practice end.

Three 15 Meter Scoring Ends: Following the practice end at 15-meters, the archers will then proceed to shoot the first of three 15-meter scoring ends and score them as they did during the 10-meter round. This will be repeated for each 15-meter end.

Important Note on Bounce Outs: If an arrow bounces out of the target during a scoring end, the Lane Official or Team Leader should be aware and get another arrow from their coach and give that archer the replacement arrow during that end (see rules for more details).

All scoring disputes, or correction to a scorecard, during the tournament will be resolved by a lane official. If scores are marked on the wrong card or wrong line, the lane official will assist in making the corrections. If there are mismarked scores and the arrows have not been removed, the lane official can assist in making the corrections. If the scorecard end is left blank and the arrows have been pulled, the scores will be zeros. Lane officials should note any correction made on the back of the scorecard and initial next to it.

Witnessing: After the last 15-meter shooting end, shooters will double check their scorecards, check to make sure their shooter number is bubbled in correctly. Archers will then sign their scorecard and sign as a witness on the scorecard of their lane partner. This makes the scorecard official; no additional changes can be made once the cards are signed. The finalized score card is then handed to a Lane Official **before leaving the target**. The scorecards will be taken to the scoring room where the scoring officials will begin calculating results.

Once an archer's scorecard is collected the archer should remove the target face from the target, place it behind the curtain or remove it from the range. The archer will then place a new target face on the target. Then move the quivers back to the 10-meter line for the next flight. Archers will then remove their equipment (bows and arrows) from the range.

Following flights: After the end of the flight, students have turned in their cards, picked up and removed all equipment from the range. The Announcer will instruct archers assigned to the following flight to *bring their equipment onto the range, place their bows on the bow racks for inspection, arrows in the quivers, scorecards at the targets, double check scorecards to make sure shooter number is bubbled in correctly, put a new target face on the target. Once the scorecards are on the scorecard boards, the boards should be placed on the floor at the target line*. The Announcer will also instruct Lane Officials to perform equipment checks. The Announcer will remind students of whistle commands and any other comments that will help the tournament run smoothly. Then the previous process repeats itself with each following flight. **Note:** allowing archers to hang their own target faces eliminates positioning complaints.

Scoring Room: Once a flight is complete, and cards have been collected, scoring officials will calculate the cards, either scanned digitally or manually, ensure the scores are recorded, (save the scorecards), and then post the scores to nasptournaments.org.

Disputes: If there is a question about a final score, it is dealt with between the scoring room officials and the Coach. A signed scorecard is a completed score card. Any blanks on the card are a zero. If it is clear two scores were accidentally recorded on one line instead of separately, one score can be moved to the empty line. But if there are no double scores and a blank line, it

is a zero for score. If a scorecard is turned in that has all 5 lines with a score, but also contains multiple marks on a line, the scoring room official will erase the higher score on that line.

Official Postings: The official scores and standings can be viewed at nasptournaments.org or on the NASP® App if the scores are uploaded after each flight.

Awards: After all the flights are completed, and all scores finalized, the awards ceremony is held. If a student wins an award, but is not present at the awards ceremony, it is at the host's discretion how they wish to ensure that the archer receives their award. You may want to have someone taking pictures during the awards for press releases, social media updates and any local media requests.

Tear-Down: Following the awards ceremony, volunteers will group together to begin clearing out the range. Usually, volunteers are divided into groups with specific tasks: arrow curtains, targets, bow hangers, floor tape, and incidentals. Make sure the contract requirements of venue have been met to avoid penalties. NOTE: If space permits conduct your award ceremony in a different area of the venue. This allows the tear-down crew to begin work as soon as the range is clear after the last flight. If done this way, tear-down is usually completed around the same time as the awards and all volunteers can leave.

VIX. After the Tournament:

Loading Instructions: All equipment and supplies were brought to the event location in a specific way. They should be transported back to where they will be stored in the same way. Everyone assigned to tear down should have specific instructions that detail how and where items should be positioned and loaded. Prior planning will save time and money. It will also eliminate the need to unload, rearrange and re-load everything later. Volunteers tend to be in a hurry and can be careless when packing after the event. Clear instruction and supervision will reduce this.

Storage of supplies: Make sure a secure, dry location is available to store all equipment and supplies for the next event. Proper care and storage will save money. Examples:

Targets should be stacked evenly so they do not get damaged

Left over scorecards should be saved and stored

Left over target faces should be rolled and placed back in a box like they came and kept dry.

Lane numbers should be organized in order and stacked flat in a storage container or box.

Promotion: An after-tournament press release detailing your tournament and the results (or where the results can be located) including some pictures is a valuable promotion tool. Update social media sources with information about the event. The best time to promote the next event is right after a successful one.

Follow up discussion:

Following the tournament, and when all funds are collected according to the district policy, another visit to the building principal would be a good idea in the event of any items needing to be addressed for future events based on his/her feedback as well as the possibility of reporting of revenue and associated costs for the event – if required.

If the tournament is to be held off school property, these discussions are a good idea with those that operate the facility for the tournament. It is still a great idea to begin tournament planning with the building principal of the NASP® team that will be conducting/sponsoring the tournament. Whether the event is held on school property or not, there are likely to be considerations brought forward in the discussion that will help make the tournament more successful if addressed in advance, as students will be involved.

NASP® Tournaments: Running all NASP® tournaments the same way, from local tournaments to national events, provides familiarity to each archer at every level and creates a better experience for all.

All of us at NASP® Inc. hope you have a successful and meaningful tournament.

Sample NASP® - Range Operation Script

Attention Archers in the _____ (*scheduled time*) flight. You may bring your equipment to the range. Place your bow on rack for inspection, arrows in the quiver, scorecards at your target and replace the target face. Double check your scorecards to make sure your shooter number is bubbled in correctly. Double-check your arrows in your quiver. Replace your target face. We'll begin in _____ minutes.

This tournament operates by use of Green & Red flags. Green means our range is ready, red means wait. At this time, I will ask our Range Safety Officials for an indication as to the readiness of the range. Please show me Red or Green.

Archers. Before we begin, a few rule reminders:

- 2 WHISTLES - "Get bow" 1 WHISTLE - "Shoot" 3 WHISTLES - "Go Get Arrows"
- 5 or more WHISTLES - "Stop shooting"
- If you drop an arrow or shoot a bounce-out: Raise your hand. You will be given a replacement arrow.
- Lastly, all archers must remain **STANDING** at the targets.

We are ready to begin. You will have 1 practice end at 10 meters.

10 METERS

Practice @ 10 meters

Whistle Whistle: "*Get bow*"

Whistle: "*Shoot*"

Whistle Whistle Whistle : "*Go Get Arrows*"

This is PRACTICE. "*Get Arrows only and return behind the waiting line.*"

Scoring end #1 - # 2 - #3

Whistle Whistle: "*Get bow*"

Whistle: "*Shoot*"

Whistle Whistle Whistle: "*Go Get Arrows*"

"As you return, please move your quiver to the 15- meter line."

15 METERS

Practice @ 15 meters

Whistle Whistle: "*Get bow*"

Whistle: "*Shoot*"

Whistle Whistle Whistle : "*Go Get Arrows*"

This is PRACTICE. "*Get Arrows only and return behind the waiting line.*"

Scoring end #1 and # 2

Whistle Whistle: ***“Get bow”***

Whistle: ***“Shoot”***

Whistle Whistle Whistle: ***“Go Get Arrows”***

Archers for the next flight – please listen to the following instructions. We have one end remaining in the current flight. Please move near your area of the range. We will wait until all archers and equipment from the previous flight have cleared the range. Stay behind the curtain (or spectator line). You will be told when to enter the range. Please listen for that cue.

Scoring end #3 @ 15 meters”

Whistle Whistle: ***“Get bow”***

Whistle: ***“Shoot”***

While I have your attention – I have 3 reminders:

We need 2 signatures on each scorecard -- yours and your lane-mate’s.

Stay with your scorecard at the target. It will be collected from you there. Remember your scorecard must remain at the target.

Remove your target face – keep it if you’d like. Or place it behind the target.

**ACADEMIC ARCHER RECOGNITION
CALL FOR APPLAUSE**

Whistle Whistle Whistle: Go get arrows