

How to Host a World Archery Star Tournament

Keep the following goals in mind when planning a World Archery STAR Tournament:

- Be organized.
- Have a strong volunteer-based staff.
- When creating field setup and layout, consider the archers carefully. What will allow the archers to focus while assuring that their basic needs are met?
- Concentrate on both large and small details such as signs showing the directions to registration, equipment inspection and the nearest restroom facilities.
- Communicate important details with the archers before and after the shoot.

Planning for a Star FITA Tournament requires attention to details and careful preparation. The following focal points are basic suggestions for conducting a 1400 Round with Elimination Matches. Adjustments will be necessary if conducting an Indoor Round, Field Round or any round qualified by World Archery to be a World Archery STAR tournament.

At least 6 months before event:

- Reserve the venue.
- Begin advertising your event with your club members and to clubs in nearby states. You can find USA Archery member clubs with email addresses on the [Find a Club Locator](#).
- Line up sponsorships to help cover costs of the event.
- Reserve a block of rooms in at least one hotel for participants who must travel to the event.
- Confirm officials and a volunteer staff for the event.
- Set up an account with a nearby bank to handle the flow of money.

At least 1 month before the event:

- Register the tournament with USA Archery.
- Organize use of equipment and amenities including target mats, stands, tents, clipboards for scorecards if available, chairs, coolers, tables and chairs for registration and results, scoreboards, restroom facilities, concessions and parking.
- Order target faces.

At least 2 weeks before the event:

- Organize the registration list. Ensure you have complete contact information, the category archers are shooting in, USA Archery membership information and lists of who paid to participate in the tournament.
- Set up brackets for the elimination round (if the OR round is part of your event).
- Create an email list and send out a confirmation notice with updated information archers could use.

- Create a database for mailing labels to place on both the Qualification Round scorecards and the Elimination Round scorecards.
- Compile a welcome packet which should include a program, a back number and safety pins, a map to local attractions and a schedule of the event.
- Set up target assignments for the qualification rounds and determine the OR round.
- Contact local news outlets for potential coverage.

At least 1 week before the event:

- Lay out and paint the field.
- Check assignments. This process will allow you to identify late entries or dropouts.
- Confirm with local news outlets that the event will be covered.

At least 1 day before the event:

- Set up the field. This process includes target mats, stands, target faces, wind flags, distance markers, lanes and target numbers, designation of shooting lines, a sound system to keep the participants entertained and to announce instructions, a timing system, tents, coolers with ice, water and cups, registration area, target faces and a scoreboard.

Day 1 of the tournament:

- Hand out welcome/registration packets and do an official check in.
- Hand out a complete list of participants to officials. This list will help verify target assignments and improve equipment inspection.
- Have a crew ready to handle any last minute problems.
- Throughout the course of the tournament, you will need to keep the scores updated from running score sheets.

After completion of day 1:

- Fill in the names on the elimination brackets and print out copies for the participants.
- Complete the tabulation of results and make copies for all of the participants.
- Post bracket and cut information at various areas where archers will be heavily populated.

Day 2 of the tournament:

- Hand out brackets (on clipboards) and score sheets to each participant. The brackets should include target assignments for each match.
- When a participant has completed the day, collect the score sheet and post the results.

Day following the event:

- Post the results on the club web page.
- Email participants that results are available.

- If National or World records were set, send results to USA Archery.
- Survey participants and volunteers for what can be done better for next tournament.

AVOIDING RISK

The U.S. Consumer Product Safety Commission's National Injury Information Clearing House completes a study that stated the sport of archery had the least amount of injuries of all sports in 1998. While archery is one of the safest sports, injuries do occur. The following tips help prevent the risk of injury during your tournament.

- Have available on the field at least one basic first aid kit. Make sure all staff knows where the kit is located in case of an emergency.
- Have at least one phone near the field along with directions on how to call out from the venue.
- Find out the local, state and national regulations for venue and event.
- Post proper rules of archery at various places around the venue and enforce.

STAFF

Depending on the size of your tournament, the number of staff will vary. Staff tasks will include:

- Setting up the field
- Taking registration
- Preparing score cards
- Compiling the results
- Officials (judges)

Staff numbers will vary:

- Every ten (10) targets requires one official (judge).
- For every 10 to 20 archers, at least three people are needed to set up the field and one person is needed to handle registration, make score cards and compile results.
- For every 100 + archers, four or more people are needed to set up the field, maintain it throughout the event and to handle the registration details.
- A Director of Shooting should be named to manage the timing system.
- A Chairman of Judge may be appointed to manage a large tournament requiring several officials.