



2024



Tournament Handbook

Important things you should know



Table of Content

Welcome message	01
When registering	02
What should I wear?	03
What should I bring?	03
What to do when you arrive at the event – Archers/Coaches?	04
What to do when you arrive at the event – Parents/Guardians?	05
Outdoor and indoor target events	06
Range Commands and Tournament Procedure	07
Matchplay and team round procedure	08
Scoring the arrows	09
Equipment failure /medical issue	09
Turn in your scorecard	10
Archery etiquette	10
Safe sport, true sport and sportsmanship	11
Age classes in Canadian Events	12



Welcome message

We are thrilled to welcome you to the start of an exciting new competition season!

We are delighted to have you join us for another exciting year of precision, skill and camaraderie. Whether you are a seasoned competitor or a newcomer to the sport, this season promises to bring exhilarating challenges, memorable moments, and opportunities to showcase your talent and dedication.

We are looking forward to seeing new records shot in Canada and more archers reach their personal bests on and off the field.

This guide has been prepared to help you make the best of your experience in competition and to help ensure that we are all coming together in a safe and welcoming competitive environment.

We are thankful for your participation and we wish you all the best this season!

ARCHERY CANADA STAFF AND BOARD OF DIRECTORS



Before registering

1. Make sure your Provincial/Territorial Archery Membership is current.
2. Determine in which category you are registering (see the Age Class and Divisions chart later in this document).
3. Visit the Archery Canada event calendar, select the event and view registration information.
4. Review the Canadian Archery equipment rules in book 3 at <https://archerycanada.ca/resources/rules-book/>.
5. Make sure to practice! Prepare by shooting the maximum number of arrows required for your age class and distance at the correct size target face.
6. Have a competition plan that you develop with your coach and be sure that you know the rules and procedure that you will need to follow.
7. Plan for your day accordingly for time, including travel time, adequate arrival time and the competition itself. An indoor round of 60 arrows can take up to 4 hours, and an outdoor round of 72 arrows will take roughly the same amount of time.

Membership Requirements

Participants in all National Events must have a current Provincial/Territorial Archery membership which will automatically register you with Archery Canada.

Coaches Requirements

Coaches will be required to have a current Coach/Officials License issued in the national registration system and meet all of the requirements as listed in the NRS (NCCP training/certification, background check and safe sport training from the Coaching Association of Canada or Respect Group (or Sport-Aide in Quebec)).

Chaperones

The rules of Archery Canada require that all U15 and U13 athletes must have a designated non-shooting chaperone who is 19 or older. At the time of registration, a chaperone may be listed, and should be someone that is knowledgeable in the sport but is not competing in the competition at the same time.

Chaperones are expected to assist the young athletes with tasks such as:

- *Pulling arrows, finding arrows;*
- *Maintaining decorum during the competition;*
- *Assist with recording scores and totaling scorecards.*

Chaperones will not influence any athlete while shooting or scoring and will wait behind the waiting area until shooting is completed. It is not best practice for a parent to be named as a chaperone for their child, however they can be assigned to another child.

What should I wear?

Review the complete Archery Canada Dress Regulations as outlined in section 20 of Book 3 at <https://archerycanada.ca/resources/rules-book/>. Violations of the Dress code may result in being unable to compete.

- Footwear must be worn at all times. Sandals and open-toed footwear are not permitted by anyone on the competition field of play, on courses or in practice areas.
- Athlete numbers are to be prominently displayed on the athlete's quiver or thigh and be visible from behind the shooting line or stakes at all times while shooting is in progress.

What should I bring?

- Bring all your shooting equipment and any backup items you may need, including extra arrows, nocks, fletching, release, finger tab, etc. Make sure you have a pen or pencil or two in your quiver!
- Healthy snacks and drinks/water bottle, sunscreen and any other weather-related accessories that may be necessary, such as hat, umbrella, cooling towel, sunglasses, rain jacket, gloves, etc. STAY HYDRATED during hot days of competition.
- Spectators may find the competition easier to follow when using binoculars or a spotting scope.
- A shade tent and chairs are also pleasant for parents/ spectators, and these may be set up but only in a location designated by the event organizers. All tents must be well secured in the case of wind. The organizer has the right to ask for a tent to be moved or taken down at their discretion.



What to do when you arrive at the event – **Archers/Coaches**

- Arrive about one hour prior to the time scheduled for the beginning of the official practice rounds.
- Proceed to the Registration area and check-in. You will receive your athlete's number which is to be prominently displayed on your quiver or thigh when on the field of play and is to be visible. Registered coaches or designated chaperones will be provided with an accreditation which is to be worn at all times on the field of play and to be visible.
- The tournament organizers will have a list of target assignments posted so that you may check your lane assignment and become familiar with where you will need to be on the field of play and where your practice area is located. Typically, events will designate a shooting position of A, B, C, or D.
- Your equipment will need to be inspected by a Judge before the tournament. Proceed to the Equipment Inspection Area during the scheduled time - at least 30 minutes or more before the start of shooting or on official practice day. Be sure to show the Judge that your arrows are marked in a consistent location on each arrow shaft with your name or initials. For more on equipment specifications see the Archery Canada Rulebook at <https://archerycanada.ca/resources/rules-book/>
- At Archery Canada events, target faces will be provided, however you may have to hang your own target faces on the target. Be sure to secure your target face at all four corners, especially outdoors where the wind can detach the face.



SUPPORTING NON-OLYMPIC ARCHERS



The Foundation's mandate is to support the overall advancement of the sport of archery in Canada, with targeted support to the non-Olympic disciplines of archery.

www.archeryfoundation.ca

What to do when you arrive at the event – **Parents/Guardians**

- Help your archer to find their target assignment and set up equipment. When finding a place to spectate, be mindful that the archers will have the priority seating. Most venues have archer-only seating, and a designated spectator area. In these cases, only the archers, coaches, tournament staff and Archery Canada Judges may proceed past the designated spectator area.
- Encourage your archer between ends of the competition. If your archer needs feedback during the event, use hand signals. There should be little to no verbal communication, especially during the scoring rounds of competition.
- Have fun! If you are calm, exhibiting good sportsmanship, and having fun on competition day, your child is much more likely to enjoy themselves as well.
- Respect all participants, officials and other spectators. All parents and spectators at an Archery Canada event will be held to the standards of the Code of Conduct. For many young athletes, it takes years of practice to learn how to deal with the pressure of competition and to perform consistently at their peak. The worst thing you can do as a parent is to add to that pressure.
- Parents who are interested in coaching can learn more about becoming a coach by visiting <https://archerycanada.ca/programs/become-a-coach/> and contacting their provincial/territorial archery association to find out about courses being offered.



Outdoor and indoor **target events**

Your shooting position will dictate when and where you will be shooting. Your shooting position will be designated as A, B, C or D.

You will find your target butt assignment and shooting position on your scorecard. Archers may change their position prior to the start of competition, if all archers on the target agree. When there are one (A), two (A, B) or, for outdoors, three (A, B, C) athletes on a butt, they may shoot on the same target butt simultaneously. If there are four athletes on a target butt, they shoot in pairs A-B and C-D. The rotation shall be AB-CD, CD-AB, AB-CD, etc. Your shooting position will designate where you stand on the shooting line. When there are:

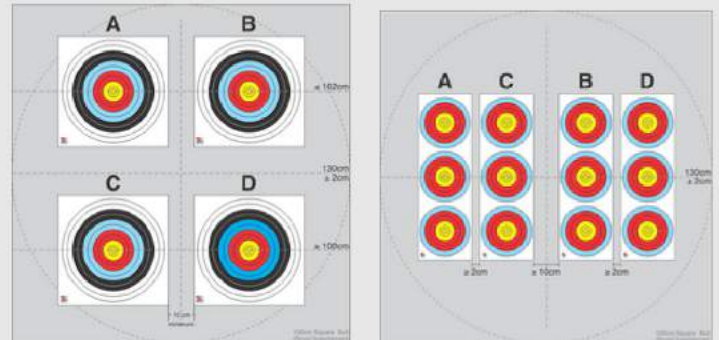
- Two (2) archers on a butt, archer A shoots on the left and archer B on the right.
- Three (3) archers on a butt, archer A shoots on the left, archer B in the middle and archer C on the right.
- Four (4) archers on a butt, archers A&C shoot on the left and archers B&D shoot on the right.

Practice

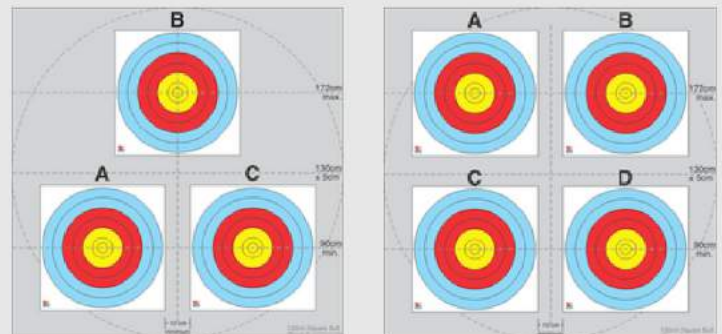
The tournament starts with practice on your competition butt. The practice can be from 20 to 45 minutes in length but typically consists of three (3) ends of practice.

There is no practice on the competition field once scoring has started, i.e. during breaks.

INDOORS TARGET ASSIGNMENTS (Recurve, Compound and Barebow)



OUTDOORS TARGET ASSIGNMENTS (Compound only, 80cm 6 ring target face.)



For Outdoors all the recurve and barebow archers assigned to the same target butt will shoot on the same 122cm target face.



Range commands and tournament procedure

WHISTLES/BEEPS AND TIMING

In a target archery tournament and during practice rounds, either auditory or visual signals are used to signal archers to approach the shooting line, begin shooting and stop shooting through a series of beeps / whistles or coloured lights controlled by the Director of Shooting (DOS).

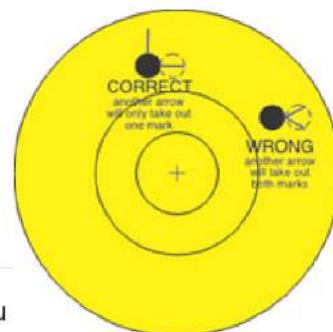
- When you hear two beeps/whistles, you may pick up your bow and proceed to the shooting line. At this time you are allowed to nock an arrow on your string at this point, but you may not raise your bow until you hear one beep/whistle, or the light system turns green. Except for persons with disabilities, athletes shall shoot from a standing position and without support, with their body above the shooting line.
- When you hear one beep/whistle, or the light system turns green, you may proceed to shoot your arrows at your target. Indoors: you will shoot three (3) arrows; Outdoors you will shoot six (6) during qualification and three (3) during match play. During the practice ends, you may shoot as many arrows as you like during the time allotment.
- Most events will have a timing clock. Indoors you will have two (2) minutes to shoot 3 arrows. If shooting six (6) arrows outdoors you will have four (4) minutes to shoot your arrows. In the case of no timing clock, a judge will display a green flag until 30 seconds of shooting time remain. At this time, they will display a yellow flag until time runs out. Where a lighting system is used, a yellow warning light will come on when 30 seconds remain and a red light will appear when time runs out.
- (World Archery has introduced new timing rules that are in effect at many international tournaments)
- **DO NOT EVER SHOOT AN ARROW AFTER THE TIME RUNS OUT!** This will cause you to lose hard-earned points (the highest scoring arrow will not be scored).
- If you were in the first of the two groups to shoot their arrows, when appropriate, move back from the line, place your bow on the bow rack (indoor) or on your bow stand (outdoor) and retire behind the waiting line. Allow space for the archers in the second group to access their equipment and make their way to the shooting line. Remove your spotting scope from the line unless you have made previous arrangements to share it with the archer who will shoot in your same position on the opposite line.
- If you are in the second group of archers to shoot, you should be prepared with your bow as the first group is finishing their end. When you hear two beeps/whistles, you may proceed to the shooting line and continue as above.
- If you drop an arrow, you may leave it on the floor/ground. As long as the arrow is not completely past the 3 metre line, it is not considered to be a shot arrow.
- When you hear three beeps/whistles (or the light turns red), all archers may advance to the target to score the arrows.
- If you hear more than five of more beeps while shooting, stop shooting immediately. The DOS has stopped shooting for an emergency.



Scoring the arrows

Scorecards will be provided to you before or during your practice ends. In some events, an electronic tablet will be provided. Familiarize yourself with the order of the scorecards and identify who will be scoring, calling, and overseeing the scorekeepers.

- Two archers will be the scorekeepers. They will record scores on either: one paper scorecard each, OR one paper scorecard and one tablet.
- One archer will call the arrows, in descending order from highest to lowest for each archer in the same order at every end.
- The fourth (or third) archer will oversee the scoring to be sure all is correct.
- **Do not touch the target face, the buttress or the arrows until every arrow score is written on paper and entered in the scoring tablet!**
- If you are one of two archers who have been assigned to record the scores, write neatly. Confirm with the other scorekeeper the end score and total score after each end. It is important to add the scores to double-check your partner. If there is a difference in scores, find out why before pulling the arrows!
- When scoring, if your arrow is touching the line, it scores the higher value. Only when someone on the butt disagrees with the arrow call is a judge asked to call the arrow value. The judge is only called over after all of the other arrows on the butt have been scored.
- Archers will need to mark their arrow holes before pulling their arrows. This is to ensure that in the case of a bounce-out or pass-through, a judge may identify which arrow hole is unmarked. With confirmation from a judge, the archer may be credited with the points from the unmarked arrow hole.
- Be sure that all scores are recorded for each archer before proceeding to mark the holes.
- With a pencil or pen, (no felt tip marker) make two small marks at right angles to each other next to each arrow (see diagram). The mark should touch the arrow and extend no more than a centimetre in length in any direction.
- **Be careful.** Pulling arrows is the most dangerous part of our sport! Be sure to stand clear of an archer pulling their arrows, and always look behind you before pulling each arrow from the target.



Team Round procedure

In the Team Event (both teams shooting at the same time):

- The left/right position for matches shall follow the match play chart. The team on the top line of each pair (of the chart) shall shoot on the left-hand side of that match. The target allocation for each round of the competition is the choice of the organisers;
- Both teams shall start each end of their match with the athletes behind the 1m line. The first athlete may only cross the 1m line when the Director of Shooting has given the signal to start the match;
- The athletes in the team shall shoot two arrows each in an order of their own choosing;
- One athlete shall occupy the shooting line, while the other athletes remain behind the 1m line. No more than one athlete at a time shall be in front of the 1m line;
- Wheelchair athletes may stay on the shooting line throughout the match. They indicate that they have finished shooting by raising a hand above the head;
- When moving forward to shoot, athletes shall not remove their arrows from their quivers until they are on the shooting line;
- In compound team matches, athletes shall not hook their release aids on the string until they are on the shooting line and the signal for shooting has been given. Once the athlete is on the shooting line and the signal for shooting has been given, the release aid may be hooked either before or after the arrow nocked on the string. This restriction shall not apply to Para Athletes whose classification permits a mouth tab which is permanently attached to the string;

Equipment **failure** / medical **issue**

If you experience a problem with your equipment during shooting, immediately notify a judge by stepping back from the shooting line and raising your hand. Equipment Failures can include a broken D-loop, arrow rest, or sight aperture. Medical issues will be evaluated to see if the archer is fit to continue. You can read more on equipment failures in the rules in Book 3, Article 12.2.3



Turn in your **scorecard**

- Once scoring is complete, total all scorecards with your target mates. You may use a calculator and/or a parent to double-check that your math is accurate.
- Make sure all scorecards are correct and sign each card in the appropriate space. In the case that the archer and the scorekeeper are the same person, the other scorekeeper will need to initial this scorecard next to the scorekeeper's signature.[KB1]
- If you are using tablet scoring, turn in all scorecards and the tablet to the scoring table as a group with your target mates.
- If you are scoring on two paper scorecards, each archer may individually turn in their scorecards to the scoring table. You do not need to be together with your target mates in this case.



Archery **etiquette**

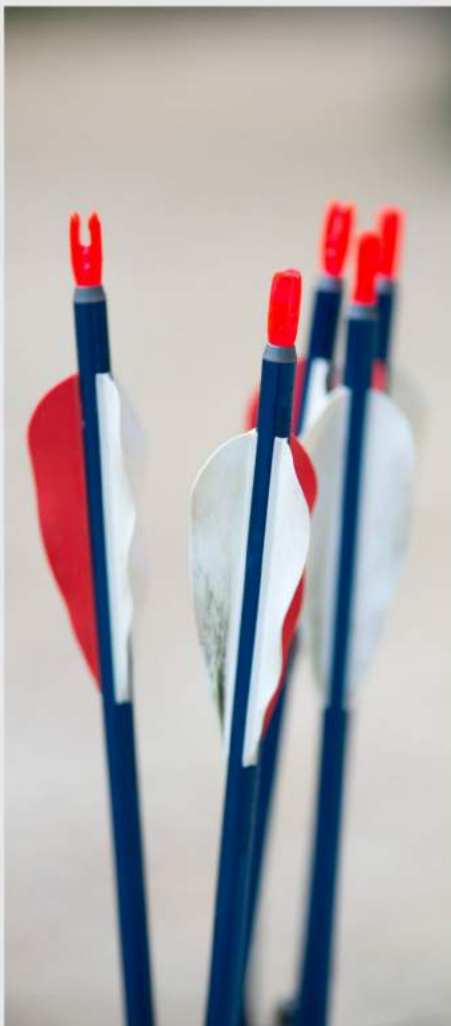
- Archery etiquette is an essential aspect of any competition, and it refers to the set of unwritten rules and customs that govern behaviour and conduct during the event. Overall it promotes safety, respect, fair play, sportsmanship, and tradition. It creates a positive and enjoyable experience for everyone involved and ensures that the sport remains a rewarding and fulfilling activity for all. It is important to always be aware of your equipment and to be aware of and respectful of the other archers around you. If you have shot all your arrows, always be mindful of other archers who are near you on the shooting line. If the archer next to you is at full draw, be very cautious not to disturb them when retiring from the line. If you are excited or frustrated with your own performance be mindful not to impact the performance of those around you.
- Mobile Electronic Devices - Items such as cell phones, tablets, music players and computers are not allowed beyond the waiting line. Archers should secure these items in their bow case or leave them with their coach or parents. Spectators should reduce the volume on their electronic devices or turn them off to avoid disturbing the archers.
- Photography - Flash photography is not allowed during tournaments. Photographers may apply for a media credential by contacting information@archerycanada.ca.
- Accredited media are allowed downrange with the approval of a judge.

Safe sport, truesport and sportsmanship

Safe, inclusive sport environments help make the sport rewarding and enriching for all and everyone has a role to play. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination. All participants are bound by the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport 6.0 \(UCCMS 6.0\)](#), Archery Canada's [Code of Conduct and Ethics](#) and our policies. For more information on our Safe Sport policies and practices please visit <https://archerycanada.ca/resources/safe-sport/>

You can take a more active role in helping to improve the sporting environment by taking Safe Sport Training to give you the knowledge and skills to create those environments by recognizing, addressing and preventing maltreatment in sport. If you are interested, or plan to become involved as a coach, you may complete the [Coaching Association of Canada's Safe Sport Training](#). The training is available free of charge through their online portal, the Locker – [Click Here](#).

Archery Canada is committed to embracing the principles of True Sport and putting in place processes, procedures and policies to help create a safe environment for all participants. These principles help us build the sport that we all want! It works best when everyone together can commit to True Sport principles.



SAFE SPORT

If you see something, say something.

We want everyone to participate in a safe and welcoming sport environment.

Need to speak to a professional about a situation you witnessed?

<https://abuse-free-sport.ca/>

Need to report abuse, discrimination or harassment?

Report with the Office of the Sport Integrity Commissioner (OSIC)



Scan the QR Code to access OSIC's reporting link.

Age classes in Canadian events

AGE CLASSES AND DIVISIONS FOR TARGET ARCHERY

Age Class	Bow Type	Indoor/Outdoor	Distance	Target Face	Inner Ten?
U13	Recurve	Indoor	18 Meters	60cm	NO
		Outdoor	30 Meters	122cm	NO
	Compound	Indoor	18 Meters	60cm	YES
		Outdoor	30 Meters	80cm full face	NO
	Barebow	Indoor	18 Meters	60cm	NO
		Outdoor	30 Meters	122cm	NO
U15	Recurve	Indoor	18 Meters	60cm	NO
		Outdoor	40 Meters	122cm	NO
	Compound	Indoor	18 Meters	40cm	YES
		Outdoor	40 Meters	80cm 6-Ring	NO
	Barebow	Indoor	18 Meters	60cm	NO
		Outdoor	30 Meters	122cm	NO
U18	Recurve	Indoor	18 Meters	40cm	NO
		Outdoor	60 Meters	122cm	NO
	Compound	Indoor	18 Meters	40cm	YES
		Outdoor	50 Meters	80cm 6-Ring	NO
	Barebow	Indoor	18 Meters	40cm	NO
		Outdoor	50 Meters	122cm	NO
U21	Recurve	Indoor	18 Meters	40cm	NO
		Outdoor	70 Meters	122cm	NO
	Compound	Indoor	18 Meters	40cm	YES
		Outdoor	50 Meters	80cm 6-Ring	NO
	Barebow	Indoor	18 Meters	40cm	NO
		Outdoor	50 Meters	122cm	NO
Senior	Recurve	Indoor	18 Meters	40cm	NO
		Outdoor	70 Meters	122cm	NO
	Compound	Indoor	18 Meters	40cm	YES
		Outdoor	50 Meters	80cm 6-Ring	NO
	Barebow	Indoor	18 Meters	40cm	NO
		Outdoor	50 Meters	122cm	NO
50+	Recurve	Indoor	18 Meters	40cm	NO
		Outdoor	60 Meters	122cm	NO
	Compound	Indoor	18 Meters	40cm	YES
		Outdoor	50 Meters	80cm 6-Ring	NO
	Barebow	Indoor	18 Meters	40cm	NO
		Outdoor	50 Meters	122cm	NO