



Archery Victoria			
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Subject:	Club Recorder Guidelines		
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## 0409. Club Recorder Guidelines

Please read this document in conjunction with AV Policy 0408 "Club Recorder Rules".

### 1. Rules And Guidelines

Familiarise yourself with:

- 1.1. AV By-laws & Procedures (available for download from the AV website)
- 1.2. AA Constitution (available for download from the AA website) particularly Chapter 4: Records, Classifications, Ratings and Handicaps and Tables
- 1.3. AV's claim forms (available for download from the AV website)
- 1.4. E-mailed notifications from AV and the State Recorder

### 2. Claiming FITA Awards

- 2.1. Check results and make claims
- 2.2. Check ALL additions before sending in ANY claim
- 2.3. Include archer's DOB (imperative for all claims especially for FITA awards)
- 2.4. Stay within the correct timeframes
- 2.5. Use current claim forms
- 2.6. Keep copies
- 2.7. Refer to AA document RC-014 <http://www.archery.org.au/lib/pdf/RC-014.pdf>
- 2.8. Check the FITA Calendar to ensure that the event was FITA registered. If in doubt, contact the State Recorder.
- 2.9. Check the results against the list of FITA awards list for your club members sent to you by the State Recorder.
- 2.10. If a particular score enables the archer to receive a FITA award (FIT Star, Arrowhead or Australian Star etc.), check all additions on the scorecard but do not alter it in any way. Make a note of any correction in pencil in the margins only and/or attach a note to it describing the error found.
- 2.11. Make a copy of the scorecard for your records (photocopy or scan).

## **2. Claiming FITA Awards (continued)**

- 2.12. Fill out a current award claim form, attach the original scorecard and send it to the State Recorder.
- 2.13. You have 4-6 weeks from receipt of scorecards in which to file any award claim.

## **3. Claiming AV/AA Records**

- 3.1. Check results and make claims
- 3.2. Check ALL additions before sending in ANY claim
- 3.3. Include archer's DOB (imperative for all claims especially for FITA awards)
- 3.4. Ensure archer is a current AV/AA member
- 3.5. Stay within the correct timeframes
- 3.6. Use current claim forms (AV forms 0631 to 0639)
- 3.7. Keep copies.
- 3.8. Receive results file via email from host club or State Recorder.
- 3.9. Receive scorecards for your club members, usually via mail or via archers.
- 3.10. Check results against current online record files, both AV and AA. Don't forget to "claim up". Youth, Masters and Veterans may claim up to Open if the round exists and the score exceeds the current open record.
- 3.11. If a particular score equals or breaks a current record, check all additions on the scorecard but do not alter it in any way. Make a note of any correction in pencil in the margins only and/or attach a sticky note to it describing the error found. Do not use pens of any colour. Scorecards filled in with red pen are to be discarded.
- 3.12. Make a copy of the scorecard for your records (photocopy or scan).
- 3.13. Fill out a current record claim form, attach the original scorecard and send it to the State Recorder. Record forms may be downloaded from the AV website.
- 3.14. Clubs have 4 weeks from receipt of scorecards in which to file any record claim. The State Recorder has 8 weeks from date of tournament in which to apply for AA records.
- 3.15. State Championship records may also be claimed as Tournament records.
- 3.16. QRE records may be claimed as Tournament records.
- 3.17. Check your claims against monthly record files online for any discrepancies.
- 3.18. Contact the State Recorder if you have any queries.

#### **4. Claiming Classifications And Ordering Perfect Medals, 6 Gold (“All Gold”) & Field 15 pins**

- 4.1. 3 original scorecards must be attached to your claim
- 4.2. Use current claim forms
- 4.3. Keep copies
- 4.4. These are usually claimed by the archer, through you, although it is recommended that information regarding the classification system is made clear to all archers so that they are aware of what is required.
- 4.5. These medals cost \$8 each. Payment must be included with order form. Order may be emailed.

#### **5. In-House Record Keeping**

Keep your records up-to-date. Some clubs use Toxofile while others use Excel lists. It’s up to each individual club as to how they keep their internal records.

#### **6. Competition Host Clubs**

- 6.1. Keep a full set of scorecards
- 6.2. Distribute duplicates to clubs ASAP
- 6.3. Email results file to the CEO and the State Recorder
- 6.4. Use standardized result sheet forms 0669. When using AV’s result sheet, delete blank lines before issuing.
- 6.5. After the tournament, check for signatures. If a scorecard has not been signed, that score is invalid. Check top 3 or 4 archers’ scorecards for accuracy before submitting final results. Email an official set of results, in Excel format using AV’s recommended results sheet format, to the CEO and State Recorder. The State Recorder will forward the results to all Club Recorders.
- 6.6. The host club should keep one full set of scorecards and distribute the duplicates to clubs for the Club Recorders to handle claims.