



Version 1.7: September 2025

PROCEDURE FOR HOST CLUBS CONDUCTING QUALIFYING AND EVENTS and AA REGISTERED TOURNAMENTS

To be read in conjunction with:

- **Archery Australia QRE Policy No. 1031, version 7, effective 01/01/2017;**
- **Archery Australia Results and Scoring Policy No. 1075, version 1 effective August 2017 or any later updates issued by Archery Australia.**

Purpose

A Qualifying and Ranking event, (QRE) or Tournament, is to provide additional opportunities for archers for inclusion on the National Ranking Lists, obtain qualifying scores for State or International Team Selection, RDP programs, practice or training.

These guidelines are provided to help host clubs stage the event and ensure that post event processing of results/records is in place.

Preamble

Archery events can have various status levels for example;

- local club event
- QRE
- Archery Australia (AA) registered open tournament
- World Archery (WA) registered open tournament

A WA registered event automatically incorporates the lower status of AA and QRE registration. An AA registered event automatically incorporates the lower status of a QRE registration.

Invitations

The Host Club (QRE/Tournament organisers) MUST prepare an invitation flyer for distribution to all Clubs, and provide it to the SQAS Ranking List Submitter Co-ordinator (RLS Co-ordinator) and the SQAS Webmaster. The SQAS RLS will check the invitation and distribute it to SQAS Clubs and to the SQAS Webmaster using SQAS google group email address. The SQAS RLS will also provide a copy of the invitation to Archery Australia (AA) for the AA website.

Invitations and event notifications for upcoming events are distributed by the SQAS RLS Co-ordinator in the first week of the preceding month (e.g. 1st week June for event in July). This process has been adopted to cut down on the number of emails being sent to clubs and to enable the clubs to only need to send out invitations to members once a month, rather than weekly. To enable this process to work, please ensure that your invitations (for events registered with AA or WA) are emailed to the SQAS RLS Co-ordinator ranking@archerysqas.org.au (Kerry Cheras) before the

end of each month. Invitations can be submitted to the SQAS RLS Co-ordinator several months in advance or for the whole year if preferred.

Archers Diary

Archers Diary MUST be used as the scoring and results system for all QREs and AA registered tournaments.

The Host Club is to create the event in Archers Diary (either WA Registered Event or Registered Event MUST be selected).

The Host Club MUST ensure all registered archers are shown in Archery Diary and that the correct division and bow type has been selected as entered by the archer and as indicated on the archer official paper score sheet.

Results must be entered in Archers Diary and be shown as "Arrow by Arrow" scoring. Ideally "Arrow by arrow" scoring should be entered using [Iscored.today](#). If not being used the individual arrow scores must be entered manually into Archers Diary by the QRE/Tournament organisers immediately following shooting. All officials for the event are to be included in Archers Diary (e.g. Judges and director of shooting).

Double scoring must be used, with the paper score sheet being the official results. Only Archery Australia approved scorecards can be used for Archery Australia registered Tournaments or QRE's.

Refer to the SQAS Calendar for the format of each Target QRE (e.g. WA or AA single/double 720 Rounds, Matchplay etc) as not all eligible Rounds will be available at every QRE/Tournament. Host Clubs must determine and clearly advertise what rounds will be offered.

All QREs and AA registered tournaments must be open tournaments, and any member of AA provided an equitable opportunity to enter the event, subject to remaining space.

Cancelations

If a QRE has to be cancelled for any reason, the Host Club MUST advise the SQAS RLS Co-ordinator as soon as the event is cancelled, even if this is after the date the event was scheduled to be held, and provide a reason given for the cancellation, along with a new date if the Host Club wishes to reschedule.

However, a QRE may only be rescheduled if it was cancelled due to poor or extreme weather conditions or circumstances beyond the control of the Host Club [Refer to Clause 7 of AA Policy 1031].

Scheduling QREs for the year

To help manage the coordination of events within SQAS, to avoid clashes and to foster cooperation between clubs every attempt will be made to schedule QREs/Tournaments in advance for the next year.

Prior to the half yearly delegates meeting, SQAS will call for all clubs to nominate dates for QRE's/Tournament's and any special events they wish to host for the following year. Once agreement on proposed dates has been reached by the delegates, SQAS will post the SQAS calendar on the SQAS website.

Host Clubs are responsible to register their events with Archery Australia using Assemble. Events must be registered and paid for at least 30 days prior to the event for an AA registered event. Should club wish to register their event with World Archery then the timeframe listed on the AA website is to be used.

Should a Club wish to change or add additional QRE's/Tournament's during the year, first check that there is no clash with an SQAS hosted tournament or a QRE's/Tournament's being hosted by another club nearby, then contact SQAS President president@archerysqas.org.au and request approval.

In the case of these additional QREs/Tournaments once approved by SQAS the Host Club is responsible for registering the event with AA via Assemble and paying any associated costs, and notifying;

- the SQAS RLS Co-ordinator ranking@archerysqas.org.au and
- the SQAS Webmaster webmaster@archerysqas.org.au

Silver Arrow Field events held on the SQAS Field Course at Belmont in Brisbane if registered as a Field QREs and as SQAS events are coordinated through the SQAS Tournament Secretary, who will issue invitations to clubs and copies to the RLS Co-ordinator prior to each event. The SQAS RLS Co-ordinator will then forward the invitation to Archery Australia.

The three Silver Arrow Field events normally scheduled in the SQAS Calendar in Brisbane will be held on the SQAS Field Course at Belmont. However Host Clubs who have access to a local field course are at liberty to host SA Field events in accordance with the Silver Arrow Policy. Clubs can also host additional Field QREs in accordance with this policy, e.g. annual scheduling process.

Other SQAS Tournaments

SQAS also registers other tournaments as AA or WA registered, i.e. SQAS Target Championships, SQAS Field Championships. As these are AA and in some instances WA registered they are automatically included by AA as AA or QRE status events.

Entry fees – effective 1/9/25

The common entry fee schedule for QREs is....

- QRE target single \$20
- QRE target double \$25
- QRE target including matchplay \$25
- QRE field \$20
- QRE Indoor \$10-\$12

However Host Clubs may set their own QRE entry fees to ensure associated costs are covered.

For Clubs using Assemble as the entry registration system the processing charge is automatically added by Assemble to these fees.

Judges

It is SQAS policy that a National Judge, National Judge Candidate or Event Judge as appropriate will be used to officiate at QREs. Other than for SQAS organised events it is the Host Club responsibility to organise judges.

One judge is required per 10 targets or part thereof.

It is also recommended that an additional judge be appointed as DOS once there are 10 targets or more to make the officiating work load manageable.

Information to include on Invitation flyers and the Assemble entry system

It is recommended that the following content be included in all invitations to ensure that there is consistent information being provided to archers for all SQAS events.

Details regarding the start times together with other important information:

For example:

08.00am Gates open
08.30am Equipment inspection
 Official practice will commence immediately following Equipment
 Inspection
 Scoring to commence immediately on completion of official practice

Notes to include:

Competitors must ensure that you have your current AA membership card with you as you may not participate without proof of current membership.

Please remember to slip, slop, slap, and use insect repellent before shooting, and drink plenty of water during the event.

This tournament will be shot under WA and AA rules, SQAS and club policies.

Please advise the organisers if you have any issues with photos being taken by the official photographer.

As electronic scoring via Archers Diary will be available for this event, all archers are responsible for ensuring their scores are entered into Archers Diary arrow by arrow, preferably during, or directly after, the event.

Archers are on display to the public and are required to be appropriately attired at the event.

Scoring/Scorecards IMPORTANT

- the official AA scorecards MUST be used for all AA registered Tournaments and QREs

- all AA registered Tournaments and QREs shall be double scored and may be either one scorecard (paper) and one Personal Electronic device undertaken using Iscored.today at each target or double scorecard (paper).
- In all cases the scorecard (paper) will be considered the Official results in the case of a dispute or loss of electronic data.
- refer to AA website <http://www.archery.org.au/Tournaments/Scorecards> for more information and latest version of the scorecards
- scorecards are to be fully and correctly completed by archers before handing in - remind archers of their responsibilities in completing/checking scorecards
- archers are to use blue or black pen only
- remind archers that all arrow corrections MUST be done and initialled by the officiating Judge in red before the arrows are removed from the target (see below).

Changing arrow values

Remind archers the process which changing Arrow Values is:

- leave all arrows in the target
- call a Judge to the target
- identify the error to the Judge on the scorecard and identify the arrows in question by pointing to the arrows. Remember do not touch the arrows.
- the Judge will verify the score value of the arrows in question and make the correction on the scorecard by crossing out the incorrect score and overwriting the correct value in RED.
- the Judge will then initial the end in question on the scorecard in RED.

If this procedure is not followed a score may be declared invalid.

Archers are to be reminded that no change to arrow values may be done after the arrows have been pulled from the target butt.

Archers are to be reminded never to write over the top an arrow value with another value, and please write neatly on the score card as if there is any doubt as to the score value there may be no option other than to give "M".

Procedure following conclusion of QRE/Tournament

(Refer 1075 Results and Scoring Policy September 2017 Version 1 Page 3)

Archers:

If using a Single Scorecard and online Personal Electronic Device

- Archer (within target group) will return to the Result Desk their fully completed scorecard for checking.

- The scorecard will be checked to ensure all required areas have been completed (Name, Date, Club/RGB, Member Number, Class, Division, Gender etc.).
- The Total Score and 10's and X's will be checked to ensure they correspond to the Total Score and 10's and X's listed in Archers Diary.

NOTE – 10's and Xs for Target, Clout and Australian Indoor, 6's and 5's for WA Field, 5's and X's for National Field, 10's and 9's for WA Indoor.

- If the scorecard matches the score in Archers Diary it will be identified as **APPROVED** (this may be a rubber stamp or a signature or initials by the Judge or Organiser).
- If the scorecard is found to be incomplete or the scorecard does not match the score in Archers Diary the scorecard will be returned and the archer will be given the opportunity to complete or correct additions on the card with the exception of Arrow Values which cannot be changed.
- Additions and totals may be changed but "Arrow Values" cannot be changed.
- If there is a discrepancy in "Arrow Values", the score recorded on the scorecard will be taken as official.
- At this time any corrections can be made by the Results Team in Archers Diary to reflect the scorecard.

If using Double Scorecards (Paper)

- Archers (in target groups) will return to the Result Desk both of their scorecards fully completed.
- Both scorecards will be checked to ensure all required areas have been completed (Name, Date, Club/RGB, Member Number, Class, Division, Gender etc.) and the Total Score and 10's and X's on both scorecards correspond.

NOTE – 10's and Xs for Target, Clout and Australian Indoor, 6's and 5's for WA Field, 5's and X's for National Field, 10's and 9's for WA Indoor.

- If both scorecards match they will be identified as **APPROVED**, (this may be a rubber stamp or a signature or initials) at this time the scorecards shall be considered official and a true record of the score.
- If the scorecards are found to be incomplete or the scorecards do not match the scorecard will be returned and the archer will be given the opportunity to complete or correct additions on the card with the exception of Arrow Values which cannot be changed.
- Additions and totals may be changed but "Arrow Values" cannot be changed.
- If there is a discrepancy in "Arrow Values", the lowest score recorded will be taken as official.
- If both scorecards correspond scores are to be entered into Archers Diary "Arrow by Arrow". Scores that are not entered "Arrow by Arrow" will be considered invalid.

Host Club

The officiating Judge is to complete and sign the QRE Event Verification Form

(refer to AA website for latest version).

The Host Club organisers/officiating Judge are responsible:

- for ensuring that each archer's scorecard handed in is fully completed (all details completed, signed by archer and witness). If a scorecard is not completed correctly or is legibly it may be rejected
- to verify scorecards against Archer Dairy to ensure that all details recorded on scorecard are the same in Archers Diary by checking:
 - Competitors full name
 - AA membership number
 - Club
 - RGB
 - Date
 - Gender
 - Class
 - Division
 - Round
 - Scores (including: Xs, 10, 9, 6 or 5 as applicable)
 - Any discrepancies are to be corrected in Archers Diary by the Host/club organisers or officiating Judge, before sending the score sheets and event verification form to the SQAS RLS Co-ordinator
 - For any archer shooting up or down a class, Archers Diary must be amended to reflect the appropriate class for the round shot (e.g. U14 Compound shooting AA 40/720 needs to be changed to U16 Compound as would a 60+ Recurve who shoots a 50+ or open round refer to AA website for the rounds applicable for each class). Please note this does not apply where an archer is a beginner and they shoot a shorter distance than would be appropriate for their age division (e.g. Open Male Recurve shoots an AA50/720), however such scoring can only be regarded as practice, not considered for record or ranking purposes.
 - Any score sheets which are deemed to be unacceptable (incomplete, illegible etc) will be noted accordingly in Archers Diary and the score will not be included in National Ranking Lists and may be removed from the event.
 - Insert all officiating Judges and the Director of shooting's name into Archers Diary.
 - If Para or Visually impaired archers compete in an event the Host Club is to ensure that the correct division, class and round as recorded on the archers official scorecard are also reflected in Archers Diary before submitting to the SQAS RLS Co-ordinator.

Additional information for host club

Results Management

- The Organising Committee will establish a Results Management Team to manage data entry and results prior to and during the tournament or QRE.
- The Results Management Team will be responsible for –
 - Setting up the tournament in Archers Diary

- Inputting competitors into Archers Diary
- Being in attendance at Registration to manage registration changes and to check the membership status of all competitors
- Conduct a scoring briefing with competitors prior to the start of each event
- Manage Archers Diary and the input of scores during and after the tournament/QRE
- Manage the Results Desk
- At the tournament/QRE verify each scorecard either against each scorecard (Double Scorecards) or the scorecard against Archers Diary
- Make changes and updates to the results as required.
- If online scoring is to be used, prior to the start of the tournament a representative from the Results Management Team will address competitors on the use of Iscored.today.

During this meeting the following information will be passed on:

- procedures and process to be followed for the day
- event Password
- process for requesting help during the event
- answer questions
- process results at end of day.

Scorecards

The checked scorecards of all archers who shot on the day, along with the completed QRE Event Verification Form are to be forwarded to the SQAS RLS Co-ordinator.

Scorecards and Event Verification Form must be sent after the conclusion of the event to ensure they are received by the SQAS RLS Co-ordinator within **seven calendar days** of the event.

Scorecards can either be sent via:

Express Post:

SQAS RLS (Kerry Cheras)

147 Rubicon Crescent

Kuraby Qld 4112

or Emailed to

SQAS RLS (Kerry Cheras) at ranking@archerysqas.org.au

Scorecards which are emailed MUST be scanned as a PDF and in the order they appear on the Archers Diary Results List (e.g. U18 FR, U2 1 MR, OMR, 60+FC and so on). The maximum email attachment file size is 25MB.

The host club is to retain the original scorecards should they be required by the SQAS Recorder for claim purposes. The SQAS Recorder will contact the host club directly to request original scorecards.

SQAS RLS CO-ORDINATOR

The SQAS RLS Co-ordinator will review scorecards to event results in Archers Diary and once correct notify Archery Australia. This will enable sign off by the AA Recorder and the inclusion of the results in National Ranking Lists.

If the SQAS RLS Co-ordinator finds any corrections the host club will be contacted by email and **MUST** within **24 hours** make necessary corrections to event results and then advise the SQAS RLS Co-ordinator via email.

Scorecards will either be emailed or sent to the SQAS Recorder by the SQAS RLS.

SQAS Ranking List Submitter Co-ordinator contact details

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