
EFAA Tournaments Officer Hand Over Documentation

The Constitution:

The tournaments Officer shall:

- (1) Be responsible for the co-ordination with clubs of the dates for National, Regional and Club Tournaments.
- (2) Compile a list of International, National, Regional and Club Tournaments for the information of members.
- (3) Be the custodian of all National Challenge Trophies of EFAA, keep a record of them, the names of the donors where applicable, the condition(s) of the competition governing the awards and the names and addresses of those who win them.
- (4) Request the return of the trophies from the winners at least three 8 EFAA Constitution – Last Updated December 2021 weeks before the next tournament at which they will be awarded. (The archer awarded the temporary custody of a trophy shall be responsible for its return, in good order, to the Tournaments Officer upon request.)
- (5) Co-ordinate the organisation and administration of Tournaments run directly by EFAA, as directed by the Committee.
- (6) Obtain and make available to the membership such merchandise as is considered suitable by the committee at prices set by the committee.
- (7) Collect in moneys for tournament entry and goods sold and remit to the Treasurer timeously
- (8) Report to and advise the Committee on matters concerning such Tournaments and supplies of merchandise.

Organising National Tournaments

Planning:

- Liaising with the clubs who volunteer to host EFAA shoots, the dates are usually set but there is some room for negotiation, advertise the dates and in liaison with the Treasurer open the entries. Entries are now 99% on-line and money is paid directly into the bank.
- Ensuring that the medals, badges and patches (if required) are ordered and ready
- Updating and amending the web-site as entries are received

Delivery:

- *On the day/weekend of each EFAA Championship, prepare the target lists and bow inspection paperwork, liaising with the President to ensure bows are inspected by competent people*
- *Throughout the shoot ensure that as far as possible the rules of the EFAA are followed throughout the shoot, including group sizes, supervision of minors and speed checks are undertaken*

- Once scores are received update the results and produce the target list, aiming for head-to-head on day two

Trophies:

- Occasionally additional trophies are purchased, and it would fall to the Tournaments Officer to source and gain approval for the purchase, within a set budget.
- Once shooting has commenced on day two prepare the trophy table and receive the scores ensuring the results are ready in a timely fashion
- Support the President in presenting the trophies and medals/patches

Sponsors:

- In liaison with the Field Archer Editor maintain a list of current sponsors

Larger Tournaments:

Maintaining current sponsorship list:

- This would be the running of the UKIFAC once every five years, this is in essence the same as an EFAA National Championship but larger.
- Where the EFAA decides to host a larger IFAA event then there is a special committee put together to undertake this.