



Shooting Administration Procedures

Responsible for review of procedure
Business Ops and Compliance Manager

Version	Approved by	Date of approval	Next Review Date
Proc-02-06	Director, Participation	September 2023	December 2023

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ARCHERY GB

SHOOTING ADMINISTRATIVE PROCEDURES

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ARCHERY GB

SHOOTING ADMINISTRATIVE PROCEDURES

Published by
Archery GB
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December 2022

Preface

These Shooting Administrative Procedures have been approved by Archery GB and provide guidance to organisers and to archers about matters closely allied to the practice of archery within Archery GB.

Archery GB is a Member Association of World Archery (WA), the international governing body for archery recognised by the International Olympic Committee. World Archery was previously known as the Federation International de Tir à l'Arc (FITA).

Amendment Procedures

1. Proposals or suggestions for changes to these Shooting Administrative Procedures should initially be forwarded in writing to Membership Services.
2. The Business Operations Manager will consult any relevant Staff or Working Groups
3. If a change is agreed in principle, a proposal will then be drafted by the Business Ops Manager in conjunction with the relevant person(s) and put before the Director of Participation for consideration. If a change is approved it will be published in the next issue of Archery UK and on the website and will become effective immediately.
4. Changes since the last edition are shown in blue.

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SHOOTING ADMINISTRATIVE PROCEDURE 1

INSURANCE

The information provided is based on the insurance arrangements at the time of publication. Alterations to the cover and recognised activities may be made during the period of cover.

This document is intended only as a summary of the insurance, for full details of the cover provided please refer to the policy documents, available from Archery GB.

The information in the rest of SAP 1 is direct wording from our insurance brokers.

PRIVATE AND CONFIDENTIAL

**Archery GB
Combined Liability Insurance
Shooting Administrative
Procedure 1 Insurance Guide**

16 November 2022

Sport & Entertainment



Regulatory Statement HUK

Howden is a trading name of Howden Insurance Brokers Limited, part of Howden Group Holdings. Howden Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: One Creechurch Place, London, EC3A 5AF.

The information provided is based on the insurance arrangements at the time of publication.

Alterations to the cover and recognised activities may be made during the period of cover and at renewal annually.

This document is intended as a summary of the insurance, for full details of the full insurance cover provided, what is covered, what is not covered, conditions and your obligations please refer to the Insurer policy documents, available from Archery GB for a small administration fee.

Contact Information

Howden Insurance Brokers Limited
Tricorn House
51-53 Hagley Road
Birmingham
B16 8TP

Insurance Enquiries Tel: 0121 698 8050

Claims Enquiries Tel: 0121 698 8040

Combined Liability Insurance

Please note that this is a Liability Policy where Insurers decide if negligence attaches to you.

Cover Provided by: Hiscox

Insurance period: 1 March to 28th February annually

Retroactive Date: January 1985 or the date of your last continuous membership, whichever is the later

Incidents occurring in the past. The policy will respond to valid claims made against it, provided that you are not aware of the claim and the incident from which the claim arises occurred after the retroactive date of 1st January 1985 (or date of your last continuous membership, whichever is the later)

Basis of Cover

The Liability Insurances (with the exception of Employers Liability) is provided on a “**claims made**” basis. It is essential that any claims or circumstances that might give rise to a claim are notified during the policy period in accordance with the terms of the policy wording otherwise the right for indemnity under this insurance will be forfeited

It is essential that you notify incidents/claims as soon as you become aware of them. Please refer to the Claims and incident notification requirements.

Those Entitled to Indemnity

- Grand National Archery Society T/As Archery GB, Archery UK Limited, Archery GB Ltd and The Archery Foundation, including officers and officials, committee members, employees and volunteers
- 8 Regional Societies, officers, officials, committee members and volunteers
- County Societies, officers, officials, committee members and volunteers
- Affiliated clubs, officers, officials, committee members and volunteers
- Affiliated members
- Affiliated coaches and officials – coaching within own club for the Society and coaching for/within region is included
- Members of British Longbow Society while shooting on an Archery GB ground and participating in traditional Longbow, two-way, events. As per part 9 under Rule 900 of the Rule of Shooting
- Beginners prior to becoming members of the Society for a maximum of their first 6 lessons
- Participants on Level 1 Coaching Course for the duration of the course of training, supported practice and practical assessments up to completion of the course (no more than 12 months from registration) under supervision

The policy only provides indemnity to UK residents, with the exception of:

- Non-UK residents whilst training for and representing Archery GB in competition/events at national/ international level – on referral advised to and accepted by Insurers.
- Non-UK residents (on referral advised to and accepted by Insurers) whilst participating in Archery GB events and courses, within the UK only, provided direct/overseas membership has been purchased
- Any Eire resident who is a member of a UK Archery GB club

Recognised and Declared Activity accepted by Insurers

In all cases below you must be operating within the Archery GB Laws, Rules of Shooting, policies and procedures

Association

- Governing, participation in and administration of the sport of archery, including Case Management Panel and Disciplinary/Appeal Panels.

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Coaching

- If you are a member of Archery GB your insurance applies whilst coaching, to your level of qualification within your own club, for Archery GB & within your region or county.
- If you are an affiliated Archery GB coach and employed by your club/region/county and paid for your services this is recognised and insured. Freelance Coaching, therefore outside this environment, is not recognised by Archery GB paid or unpaid and therefore the insurance will not apply.

Clubs

- Participation and administration of the sport of archery and club administrative function
- Only clubs operating within the Archery GB laws and rules of shooting are insured, e.g. club with members shooting with people not covered by this insurance need separate insurance
- Club fundraising and social events as agreed with Archery GB and the Insurers being:
Social events, award ceremonies, raffles and low risk fund raising activity.
Please consider your planned fundraising and social events, the activity may need to be accepted by both Archery GB and the insurers before insurance is confirmed.

It is essential that you undertake written risk assessments and record all activities for your club in addition to the Archery risks.

Excluded Recreational Activities:

- Bouncy Castles/inflatables
 - Bonfires/Fireworks
 - Barbeques
 - Firearms
 - Adrenaline-Rush Activities i.e. Bungee jumping; Paragliding, Survival and Assault Course activities, etc
 - Ballooning
 - Paint Ball Games
- Schools clubs are treated in the same way as any other affiliated clubs

Non Member Activity

- Beginner courses - up to their first 6 lessons, after which they must become a member to continue to benefit from insurance
- Have a Go sessions - must follow the Have a Go Code of Practice/Archery GB Rules of Shooting
- Archery demonstrations - Must follow the Archery demonstration rules and procedures Code of Practice
- Taster Sessions – Must follow the Archery GB Code of Practice/Archery GB Rules of Shooting
- Development within schools - the affiliated club running these programmes will be insured whilst delivering sessions within the school, however the school pupils participating are not insured under this policy
- Participants on the module of Level 1 Coaching Course (members and non-members-18) for the duration of the course of training, supported practice and practical assessments up to completion of the course (no more than 12 months from registration) under supervision
- Potential New Members – the club are insured whilst assessing the ability of a potential new member. The individual is only insured whilst under supervision at the assessment (one off assessment and up to 6 supervised come and try sessions at the club before needing to become a member).

Sections of Cover and Limits of Indemnity

Item	Limit of Indemnity	Limit applies to	Excess Each and every claim
	Primary Policy £		
Public Liability Special Limits: • Pollution • Criminal Proceedings	10,000,000 100,000 250,000	Each claim with defence costs paid in addition other than for pollution & criminal proceedings which are in the aggregate	£100 third Party Property Damage
Products Liability	10,000,000	a single aggregate policy limit including defence costs applies.	
Abuse Extension	5,000,000	any one period (costs inclusive)	
Professional Indemnity	10,000,000	any one claim excluding defence costs	
Management Liability – Directors and Officers Liability	10,000,000	in the aggregate including costs	
Management Liability – Corporate Legal Liability	10,000,000	in the aggregate including costs	£250
Employers Liability Special Limits : • Criminal defence costs • Criminal Proceedings • Terrorism	10,000,000 100,000 250,000 5,000,000	All claims and their defence costs which arise from the same accident or event In the aggregate In the aggregate In the aggregate	

Criminal Proceedings being: If any governmental, administrative or regulatory body brings any criminal action against you during the period of insurance for any breach of statute or regulation directly relating to any actual or potential claim under this section, we will pay the costs incurred with our prior written consent to defend such an action against you or any employee of yours.

Main features of the Policy include:

Public & Products Liability	
Risks Insured	<p>If during the period of insurance, and as a result of your activities on or after the retroactive date within the geographical limits, any party first brings a claim against you for:</p> <p>a. bodily injury or property damage occurring within the geographical limits; or b. personal injury or denial of access committed within the geographical limits; we will indemnify you against the sums you have to pay as compensation Accidental bodily injury to third parties and/or damage to third party property arising out of the insured activities. Cover includes:</p> <ul style="list-style-type: none"> • Member to Member • Indemnity to Principals • Compensation for Court Attendance • Criminal Proceedings Costs • Defamation (claims in the UK)
Retroactive Date	01/01/1985
Key Exclusion	<ul style="list-style-type: none"> • Property for which you are responsible • Injury to employees • Pollution • Computer virus • Professional advice • Your Products • Restricted recovery rights • Non-compensatory payments • Claims outside the applicable courts • Inefficacy • Deliberate or reckless acts • Contracts • Date recognition • War, terrorism and nuclear • Asbestos • Prior activities • Claims outside the geographical limits • Abuse cover does not apply to the individual accused or anyone knowingly allowing the abuse to occur. • Cyber Incidents
Geographical Limits	Worldwide
Applicable Courts	Worldwide

Professional Indemnity	
Risks Insured	<p>Loss (financial or otherwise) arising out of errors and omissions If during the period of insurance, and as a result of your activities on or after the retroactive date within the geographical limits, any party brings a claim against you for:</p> <p>a. negligence or breach of a duty of care; b. negligent misstatement or negligent misrepresentation; c. infringement of intellectual property rights including copyright, patent, trademark or moral rights or any act of passing-off; d. breach of confidence or misuse of any information, which is either confidential or subject to statutory restrictions on its use; e. dishonesty of your individual partners, directors, employees, trustees, committee members or self-employed freelancers directly contracted to you and under your supervision; f. any other civil liability unless excluded under What is not covered in the policy wording we will indemnify you against the sums you have to pay as compensation</p>
Retroactive Date	01/01/1985

Key Exclusions	<ul style="list-style-type: none"> • Deliberate or reckless acts • Pre-existing problems • Defamation • Activity prior to the retroactive date • War, Terrorism and nuclear risks • Asbestos 	<ul style="list-style-type: none"> • Matters insurable elsewhere • Cyber Incidents • Date recognition • Non compensatory payments • If deemed in law to be a tour operator, travel agent/facilitator/organiser • providing medical diagnosis prescription treatment or advice
Geographical Limits	Worldwide	
Applicable Courts	Worldwide	

Management Liability – Directors and Officers Liability		
Risks Insured	Personal legal liability arising from a claim first made during the period of insurance against any Insured person for any wrongful act within the geographical limits Cover includes; <ul style="list-style-type: none"> • Company reimbursement • Health & Safety/Manslaughter • Employment claims • Outside entity • Pension or employee benefit schemes • Bail costs 	
Inner Limits	Bail Costs	£ 250,000 or 10% of the total limit for this section, whichever is less
	Additional Defence Costs	£ 250,000 in the aggregate
Geographical Limits	Worldwide excluding the USA and Canada	
Applicable Courts	Worldwide excluding the USA and Canada	
Retroactive Date	01/01/1985	
Prior and pending litigation date	01/03/2017	
Key Exclusions	<ul style="list-style-type: none"> • Deliberate or dishonest acts • Prior claims, investigations and circumstances • Prior litigation • Matters insurable elsewhere • Breach of professional duty • Takeover & mergers 	<ul style="list-style-type: none"> • Share offerings • Financial advantage • Cyber Losses – however limited cover is available in respect of loss of data but does not include defence costs and is limited to a maximum of £250,000.

Management Liability - Corporate Legal Liability		
Risks Insured	<p>Corporate legal liability arising from a claim first made during the period of insurance against any Insured person for any wrongful act within the geographical limits</p> <p>Cover includes;</p> <ul style="list-style-type: none"> • Health & Safety/Corporate Manslaughter • Breach of data protection • Pension/employee benefit schemes claims • Representation costs • Taxation claims • Dishonesty of employees 	
Inner Limits	Pollution	£100,000 in the aggregate during any one period of insurance
	Dishonesty of your employees	£100,000 in the aggregate during any one period of insurance
Retroactive Date	01/01/1985	
Prior and Pending Litigation Date	01/03/2017	
Key Exclusions	<ul style="list-style-type: none"> • Deliberate or dishonest acts • Prior claims, investigations and circumstances • Prior litigation • Defined benefit pension schemes • Failure to fund pension and employee benefit schemes 	<ul style="list-style-type: none"> • Claims brought in the United States of America/Canada • Contractual liability • Takeovers and mergers • Financial advantage • Matters insurable elsewhere • Breach of professional duty • Employment Claims • Cyber losses
Excess	£250	
Geographical Limits	Worldwide excluding the USA and Canada	
Applicable Courts	Worldwide excluding claims brought in USA and Canada	

Employers Liability – added to the insurance programme 1 March 2012 or your date of affiliation if later.		
Entitled to Indemnity	<ul style="list-style-type: none"> • Grand National Archery Society T/As Archery GB, Archery UK Limited, Archery GB Ltd and The Archery Foundation • 8 Regional Societies, officers, officials, committee members and volunteers • County Societies, officers, officials, committee members and volunteers • Board or Committee for the Time Being of Affiliated clubs, (their officers, officials, committee members and volunteers). 	
Cover	Insurance is provided in respect of legal liability for damages and legal costs arising out of death or bodily injury caused to employees in the course of their employment with the insured.	
Employer Reference Number	If you have an Employer Reference Number this must be declared to Insurers via Archery GB so that this can be recorded with Employers Liability Tracing Office (ELTO) to meet legal requirements.	
Special Limits	£ 100,000	Criminal defence costs - in the aggregate
	£ 250,000	Criminal proceedings - in the aggregate
	£5,000,000	Terrorism - in the aggregate

Principal Exclusions	<ul style="list-style-type: none"> • Radioactive contamination • Injury for which the insured is required to arrange motor insurance under the Road Traffic Act and EU Law
Geographical Limits	Worldwide
Applicable Courts	England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands.
Definition of Employee	<p>Any person normally resident in the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man or Republic of Ireland working for you in connection with your activities who is:</p> <ol style="list-style-type: none"> employed by you under a contract of service or apprenticeship; hired to or borrowed by you; self-employed and working on a labour-only basis under your control or supervision; engaged by labour only sub-contractors; a labour master or a person supplied by him; engaged under a work experience or training scheme; a voluntary helper whether in employment or not
Employers Liability Tracing Office (ELTO)	Each year Archery GB are asked to advise if any entity or club insured via this section has an Employer Reference Number which must be declared to insurers to comply with ELTO regulations.

IN THE EVENT OF A CLAIM :

You must report every claim and any incident that is likely to give rise to a claim in the future. Incident Notification Guidelines are attached to the summary of cover provided to the club.

Please contact the Archery GB Insurance Officer and Howden and complete the necessary incident report/claim form as soon as possible to avoid prejudicing your claim. Do not admit liability; do not make an offer or promise to pay.

Howden claims team Tel : 0121 698 8040

Reporting Incidents to Health & Safety Executive

You may also have obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report incidents to the HSE. For further information visit the [HSE website](https://www.hse.gov.uk/riddor/). <https://www.hse.gov.uk/riddor/>

For further information go to www.hse.gov.uk/riddor/index.htm and to obtain a copy of the leaflet "Reporting accidents and injuries at work" go to www.hse.gov.uk/pubns/indg453.pdf

Potential Abuse Claims

Howden Sport, have produced specific guidance regarding the notification of circumstances of abuse and poor practice, to help you comply with insurer's terms and conditions.

Full details of this guidance has been provided to Archery GB – it is important that you report safeguarding matters to Archery GB as you become aware of them.

Liability Claims Notification Requirements

The contract of insurance does have certain conditions imposed, which may be summarised as follows:

- You are required to give insurers immediate written notice with full particulars of any claims or circumstances which may give rise to a claim, regardless of any excess that you have to bear under your policy cover, or whether you think that you may be legally liable
- Every letter, claim, writ, summons and process in connection with such circumstances must be forwarded to Howden immediately on receipt
- Written notice must be given to insurers immediately you have knowledge of any prosecution, inquest or inquiry in connection with any circumstances, which may give rise to liability under the policy

Therefore it is important that:

- An investigation of every incident should be carried out whilst those involved, including witnesses, still have a clear idea of the circumstances, and a written report should be produced
- Every incident, particularly those involving personal injury, should be reported to us immediately it happens and we will advise you what to do next. Please ensure procedures are in place for all documentation to reach us as quickly as possible

In order to achieve this, we would ask that you notify us immediately of any incident that involves:

- A fatal accident
- An injury involving either referral to or actual hospital treatment
- Any allegations of libel/slander
- Any allegations of professional negligence ie arising out of tuition, coaching or advice given
- Any circumstance that has triggered an investigation under your safeguarding policy
- Any circumstance involving damage to third party property

An injury is defined as:

- Any head injury that requires medical treatment (doctor or hospital)
- Any fracture other than to fingers, thumbs or toes
- Any amputation, dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Howden claims department for further advice.

We would remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of insurers and COULD result in the withdrawal of any indemnity.

Finally, please note that this is a liability policy where insurers decide if negligence attaches to you. Therefore any payments you make to third parties will not necessarily be reimbursed.

Incident Recording Guidelines

- We would recommend that a designated person within your organisation is made responsible to record any reportable accident. Records must be kept for at least 6 years (and significantly longer where the incident involves a minor). Names and addresses of any possible witnesses should also be recorded
- Businesses are legally obliged to have an accident book which is compliant with data protection legislation. The book is available from HSE Books
- The accident book must contain the following information relating to all reportable accidents or dangerous occurrences:
 - Date and time of accident
 - As regards a person at work - full name; occupation; nature of injury; age
 - As regards a person not at work - full name; status (eg customer); nature of injury; age
 - Place where accident occurred
 - A brief description of the circumstances
 - Method by which the event was reported

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Your Obligations

Within the Hiscox policy, each section details your obligations, which must be complied with for a claim to be considered. It is therefore essential that you advise *Archery GB and Howden* as soon as you are aware of any of the following so that they can notify your insurers within the required timeframes:

PUBLIC PRODUCTS LIABILITY

Insurers will not make any payment under this section:

If a Problem Arises

1. Unless you notify Hiscox promptly of the following within the period of insurance, or at the latest within 14 days after it expires for any circumstance you first become aware of in the seven days before expiry:
 - a) Your first awareness of any circumstance which is likely to lead to a claim against you. If they accept your notification they will regard any subsequent claim as notified to this insurance
 - b) Any claim or threatened claim against you

However, for claims arising out of bodily injury, you must notify them immediately and in any event within 30 days of a claim or anything which may give rise to a claim under this section.

You should make this notification directly to Hiscox (via Howden) as follows, ensuring you quote your policy number:

by email to: liability.claims@hiscox.com; or

by post to: Hiscox Liability Claims, 25 London Road, Sittingbourne ME10 1PE

At their request, you must confirm the facts in writing within 30 days with as much information as is available.

2. Unless you notify Hiscox as soon as practicable of:
 - a) Your discovery that products are defective
 - b) Any threatened criminal action by any governmental, administrative or regulatory body
3. If you admit that you are liable for what has happened or make any offer, deal or payment, unless you have prior written agreement from Hiscox. You must also not reveal the amount of cover available under this insurance, unless you had to give these details in negotiating a contract with your client or have prior written agreement from Hiscox.

Correcting Problems

Hiscox will not make any payment for products claims if you fail to take reasonable steps to remedy or rectify, at your expense, any defect or failure in the goods or services you have supplied to a client, customer or distributor.

PROFESSIONAL INDEMNITY

If a Problem Arises

Hiscox will not make any payment under this section:

1. Unless you notify them promptly of the following within the period of insurance or at the latest within 14 days after it expires for any problem you first become aware of in the seven days before expiry:
 - a) Your first awareness of a problem arising from your activities for a client which is likely to lead to a claim against you. This includes any criticism of your work even though regarded by you as unjustifiable. If they accept your notification they will regard any subsequent claim as notified to this insurance

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- b) Any claim or threatened claim against you
 - c) Your discovery, or the existence of reasonable grounds for your suspicion, that any partner, director, employee, trustee, committee member or self-employed freelancer has acted dishonestly
2. If you admit that you are liable for what has happened or make any offer, deal or payment, unless you have prior written agreement from Hiscox. You must also not reveal the amount of cover available under this insurance, unless you had to give these details in negotiating a contract with your client or have prior written agreement from Hiscox.

DIRECTORS AND OFFICERS

Notification

Hiscox will not make any payment under this section:

1. Unless you notify them promptly of the following within the period of insurance or at the latest within 14 days after it expires for any problem you become aware of within the seven days before expiry:
 - a) The insured person's first awareness of any wrongful act
 - b) Any claim or threatened claim against an insured person or the insured person's lawful spouse, civil or unmarried partner
 - c) Any investigation into you or an insured person
 - d) The threat or commencement of any disqualification proceedings against any insured person
 - e) The threat or commencement of proceedings against any insured person for pollution
2. If, when dealing with a third-party, you or the insured person admit that you or the insured person are liable for what has happened, or make any offer, deal or payment without insurers prior written agreement. You must also not reveal the amount of cover available under this insurance.
3. To any insured person who, prior to the period of insurance, had knowledge of a material misstatement in or omission from the information provided to Hiscox upon which they agreed to insure you.

CORPORATE LEGAL LIABILITY

Notification

Hiscox will not make any payment under this section:

1. Unless you notify them promptly of the following within the period of insurance or at the latest within 14 days after it expires for any problem you become aware of within the seven days before expiry:
 - a) Your first awareness of any wrongful act
 - b) Any claim or threatened claim against you
 - c) Any investigation into you
 - d) The threat or commencement of proceedings against any you for pollution
2. If, when dealing with a third-party, you admit that you are liable for what has happened, or make any offer, deal or payment without insurers prior written agreement. You must also not reveal the amount of cover available under this insurance.
3. If, prior to the period of insurance, you had knowledge of a material misstatement in or omission from the information provided to Hiscox upon which they agreed to insure you.

EMPLOYERS LIABILITY

If a Problem Arises

Hiscox will not make any payment under this section:

1. Unless you notify them promptly of any claim or threatened claim against you. For claims arising out of bodily injury, you must notify them immediately and in any event within seven days of a claim or anything which may give rise to a claim under this section. At their request, you must confirm the facts in writing within 30 days with as much information as is available.

You should make this notification directly to Hiscox (and Howden) as follows, ensuring you quote your policy number:

by email to: liability.claims@hiscox.com; or

by post to: Hiscox Liability Claims, 25 London Road, Sittingbourne ME10 1PE

2. Unless you notify them as soon as practicable of any threatened criminal action by any governmental, administrative or regulatory body.
3. If, when dealing with **your employee** or a third party, **you** admit that **you** are liable for what has happened or make any offer, deal or payment, unless **you** have prior written agreement from Hiscox.



Registered Address

One Creechurch Place, London, EC3A 5AF

+ 44 (0) 20 7623 3806 info@howdengroup.com

www.howdengroup.com

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SHOOTING ADMINISTRATIVE PROCEDURE 2

DRUG CONTROL PROCEDURES

1. Introduction

- (a) UK Anti-Doping has produced the UK Anti-Doping Rules to comply with the World Anti-Doping Code. Archery GB has resolved that the UK Anti-Doping Rules shall be the Anti-Doping Rules of Archery GB.
- (b) The Archery GB focal point for all drug control matters is the Archery GB Drug Control Officer within Performance who should be contacted if advice is needed.

2. Purpose. The purpose of this procedure is to give a simply interpretation of the Rules concerning Therapeutic Use Exemptions (TUE) as they affect archers.

3. Definition A TUE is a recognition that a person may have to use a prohibited substance or method for a documented medical condition.

4. Arrangements

- (a) Any archer who is likely to be placed in the top 5 in their category at a National Tournament and who is taking prescribed medication that is on the Prohibited List should obtain a TUE.
- (b) There will be no need for the majority of archers to seek a TUE. However, any archer who is:
 - (i) Selected for drug testingAnd
 - (ii) Taking prescribed medication that is on the Prohibited ListAnd
 - (iii) Not in possession of a relevant TUEMust, on the first working day after the test, contact the Archery GB Drug Control Officer within Performance by telephone for advice. The follow-up action required will vary according to circumstances. The archer may be advised to apply for a retrospective TUE immediately, in which case the application form is to be returned to Archery GB Performance for registration, forwarding and processing as a priority.
- (c) Archery GB Performance will advise those under its supervision (eg international teams and support staff) of the actions required to comply with the Anti-Doping Rules.

5. Appeals. An archer or archer support person may have the right to appeal any anti-doping decision

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SHOOTING ADMINISTRATIVE PROCEDURE 3

ACCREDITATION OF TOURNAMENTS AND TOURNAMENT DOCUMENTATION

ACCREDITATION OF TOURNAMENTS

1. UK Record Status

- (a) Archery GB may accord UK Record Status to a tournament at which UK records may be claimed. A club, county, region or associated organisation that wishes to hold a UK Record Status tournament should apply to Membership Services on the appropriate form, specifying the rounds requiring UK Record Status. UK Record Status tournaments shall be:
- (i) Open to all Archery GB members.
 - (ii) Open to all bowstyles recognised in the Rules of Shooting for the particular discipline, with the exception of crossbows for which Archery GB do not maintain UK records.
- (b) In addition, UK Record Status may be accorded to Archery GB-organised events, inter-regional, inter-county and similar closed tournaments.
- (c) Applications must be signed by an officer of the organisation submitting the request and accompanied by the appropriate fee. Applications must be received by Membership Services:
- (i) For field events – at least 3 calendar months prior to date of the tournament.
 - (ii) For other events – at least 4 calendar months prior to date of the tournament.
- (d) UK Record Status tournaments must be conducted in accordance with the appropriate standards as outlined in the separate sections of the Rules of Shooting. To maintain the standard of record status tournaments, each individual tournament organiser must either have had experience as a tournament organiser of running a record status event, or must be mentored by a person who has this experience. Additional experience may be considered and dispensation granted, if necessary, by Archery GB
- (e) If the tournament is:
- (i) A repeat of the previous year's UK Record Status event, Membership Services will link the new application with the previous year's report.
 - (ii) A new UK Record Status tournament, the application should be accompanied by evidence that the tournament organiser and organisation has appropriate experience to run a UK Record Status tournament in the specified location. The evidence should comprise the following documentation from a similar event:
 - a. An entry form.
 - b. A results sheet.
 - c. A report from a judge.
- (f) (i) If the application is approved, the organiser will be notified by email. Information for the tournament such as report and claim forms will be included in the approval email
(ii) If the request is not granted, the applicant will be advised by Archery GB and the fee returned.
- (g) At the end of the shoot the various elements of the record status booklet must be completed:
- (i) Tournament organiser's report.
 - (ii) Judges report.
 - (iii) Record and Award Claims (if any).
- (h) After the shoot the record status booklet, now complete in all particulars, must be returned to the Membership Services together with scoresheets for claims for UK, European and World records, 6/3 Gold Ends, to be received within 21 days. Copies of the results sheet, target list & entry form should be submitted to [Archery GB via tournaments@archerygb.org](mailto:ArcheryGBvia.tournaments@archerygb.org)
(i) For target archery events only, a computer results data export file (see paragraph 19) is to be emailed to results@archerygb.org within 72 hours from the completion of the event

2. Rose Award Status

- (a) Archery GB may accord Rose Award Status to a UK Record Status target archery tournament in respect of any of the following rounds: York, Hereford, Bristol I, II, III, IV and V.

- (b) A club, county, region or associated organisation that wishes to hold a Rose and UK Record Status tournament should apply to Membership Services in the manner prescribed for UK Record Status events. A fee is payable. The procedures before and after the event are identical to those for UK Record Status events. However, the documentation contains space for archers to enter claims for Rose Awards.

3. World Record/WA Award Status

- (a) On behalf of WA, Archery GB accords World Record/WA Award Status to appropriate tournaments. Any tournament at which WA awards may be gained or world records set must have World Record/WA Award Status. World Record/WA Award Status tournaments must be conducted in accordance with the standards outlined in WA Constitution and Rules.
- (b)
 - (i) A club, county, region or associated organisation that wishes to hold a tournament with World Record Status/WA Award Status should apply to Archery GB generally in the manner prescribed for UK Record Status events. A fee is payable.
 - (ii) To maintain the standard of record status tournaments, each individual tournament organiser must either have had experience as a tournament organiser of running a record status event or must be mentored by a person who has this experience.
- (c) The administrative procedures before and after the event are identical to that for UK Record Status tournaments. However, the documentation contains space for archers to enter claims for WA Awards and scoresheets for high value WA awards are to be included with the record status booklet when returned to Membership Services.
- (d) Organisers of World Record Status/WA Award Status tournaments should note the timescales for the submission of World or European record claims, as given in Shooting Administrative Procedure 2 (h) .
- (e) World Record/WA Award status may be granted to suitable events organised by, or on behalf of, Archery GB.

4. Other Tournaments Regions, counties and clubs may stage non-Record Status tournaments.

5. Tassel Award Status. The Tassel Award scheme for clout shooting is administered by the Northern Counties Archery Society (NCAS). Requests for information should be made to the Secretary, NCAS.

5A. Disabled. Where reasonable, tournament organisers should accommodate the needs of archers with disabilities.

TOURNAMENT DOCUMENTATION

6. Introduction. For every shoot with Record Status there are five documents that are produced under arrangements made by the Tournament Organiser to ensure the effective administration of the shoot. The results data export is to be a computer file. The entry form, target list and results sheet may be computer documents. A paper or card scoresheet must be used, in addition to any electronic scoring system. This part of the SAP lays down the requirements for these documents for Record Status shoots and it is recommended that the principles outlined here are followed by organisers of non-Record Status events. The five documents are:

- (a) The Prospectus/Entry Form.
- (b) The Target List.
- (c) The Scoresheet.
- (d) The Results Sheet.
- (e) The Results Data Export file.

7. The Prospectus/Entry Form – Essential Requirements. The mandatory prospectus/entry form

must indicate that the document is a prospectus/entry form and must include the following:

- (a) Name of event.
- (b) Date of event.
- (c) An indication that the shoot has World / UK Record Status as appropriate.
- (d) Venue.
- (e) Method of entry, e.g. name and address to which entries are to be sent.
- (f) Closing date.
- (g) Cost of entry.
- (h) Round(s) to be shot.
- (i) Target face format to be used (where there are options) eg 6-zone, vertical triple.
- (j) Shooting sequence and timing of ends (where there are options).
- (k) Names of the judges.
- (l) A statement indicating that archers competing at Record Status tournaments will be liable for drug testing, and competitors approached to give samples must comply, that if they refuse, that refusal will be treated as a positive result and that entries from archers under 18 must be acknowledged by a parent/guardian to signify their consent to their child being drug tested if approached.
- (m) A statement indicating that Archery GB dress regulations as shown in Rule 307 will apply.
- (n) A statement indicating that, in view of the provisions of the Archery GB Protection of Children and Vulnerable Adults Policy, those who wish to take photographs at this event are to register with the tournament organiser.
- (o) Time of assembly.
- (p) A form to be submitted by the archer. This must have space for the archer to complete the following:
 - (i) Forename and surname.
 - (ii) Archery GB Membership number (for Archery GB members).
 - (iii) Club or other affiliation.
 - (iv) Gender.
 - (v) Date of birth.
 - (vi) Bowstyle.
 - (vii) Round entered if more than one available.
 - (viii) Preferred session, if more than one session available.
 - (ix) If the archer uses a wheelchair or has special requirements.
 - (x) Signature or computer verification by archer.
 - (xi) Signature or computer verification by parent/guardian of junior archers.

8. The Entry Form – Optional Information. At the discretion of the tournament organiser, the entry form may include additional, optional information such as the following:

- (a) A request for other information on which awards will be made, e.g. county, region, classification, handicap etc.
- (b) A request that the archer specifies whether they hold the bow in the left or right hand.
- (c) Name of the lady paramount /gentleman patron.
- (c) Directions to venue.

9. The Target List – Normal Requirements. Although not mandatory, it is recommended that a target list be produced for the majority of shoots. It should indicate that the document is a target list and include the following:

- (a) Name of event.
- (b) Date(s) of event.
- (c) Venue.
- (d) The listing of those shooting grouped by target number (and may be also grouped by round to be shot). Each archer is to be identified by forename and surname and the club or other affiliation is to be shown. –
- (e) Gender, bowstyle and age group of each archer.
- (f) Archery GB Membership Number (for Archery GB members).

10. The Target List – Optional Information. At the discretion of the tournament organiser, the target list may include additional, optional information such as the following:

- (a) Directions to venue.
- (b) An indication that the shoot has World/UK Recl Status as appropriate.
- (c) Round(s) to be It.
- (d) Time of assembly.
- (e) Name and address of the tournament organiser.

11. The Scoresheet – Essential Requirements—The scoring method used must comply with the Rules of Shooting, Annex A. The mandatory hard copy scoresheet must include:

- (a) NI of event.
- (b) Date of event.
- (c) Round or distance being shot.
- (©)Forename and surname of archer.
- (e) Archer's club or other affiliation.
- (f) Archer's bowstyle.
- (g) Space for the scorer to complete the following:
 - (i) Arrow values.
 - (ii) Total score.
 - (iii) Total of tie break data (see paragraph 16 below).
- (h) Space for the signatures of the archer and the scorer.

12. The Scoresheet – Optional Information. It is recommended that the scoresheet shows any data that will affect the awards. This will give an archer the opportunity to advise if corrections need to be made. In addition, the scoresheet might also show the following:

- (a) Archery GB membership number (for Archery GB members)
- (b) Identified space for judges initials.

13. The Results Sheet – Essential Requirements. The mandatory results sheet is the definitive record of each archer's performance. Among other purposes, it is used with the scoresheet, to substantiate claims for records and awards and therefore it must contain all relevant information. The results sheet must indicate that the document is a results sheet and it must include the following:

- (name of event.
- (b) Date(s) of event.
- (c) An indication that the shoot has World/UK record Status as appropriate.
- (d) Venue.
- (e) Name and postal address and/or e-mail address of the tournament organiser.
- (f) (Outdoor shoots only) The weather conditions.

- (g) A tabular list showing each archers performance. Separate lists are to be produced for each round, gender and bowstyle. Each list is to have a suitable title, including round (or distance), gender & bowstyle. Other features of each list are:
 - (i) Each column is to have a heading.
 - (ii) The first column is to show the archers position in the order of merit within that list.
 - (iii) Archers are to be identified by forename and surname and the club or other affiliation is to be shown.
 - (iii) For WA (Gents)/(Ladies)/(Cadet Ladies) and Archery GB Metric I-V Rounds only. The 4 distance totals. The title of the columns is to indicate the distance shot, eg 90m, 70m etc.
 - (iv) The total score is to be shown, together with the totals of tie break data (see paragraph 16 below).
 - (v) Archers are to be listed in descending order of score total and tie break totals.
 - (vi) Junior archers (ie under 18 years of age) are to be identified.
 - (vii) An archer who retires during the shoot is to be shown together with the totals at the point of retirement. It is to be indicated that the archer retired and the number of arrows shot is to be shown. Archers who retire are to be shown after those who complete the shoot.
- (h) Details of archers who entered but who did not shoot. These details may be shown at the end of the round/gender/bowstyle lists described above or may be given elsewhere on the Results List.
- (i) Details of archers who have been disqualified. These details may be shown at the end of the round/gender/bowstyle lists described above or may be given elsewhere on the Results List. No reasons for the disqualification are to be given here, but such information is to be included in the reports within the record status booklet.
- (j) Details of any abnormal occurrences affecting the entire shoot, such as the shoot being abandoned.

NOTE. Tournament organisers using certain computer software such as the IANSEO system will have to include an additional page to ensure that all requirements of paragraph 13 above are shown in the results sheet.

14. The Results Sheet – Double Rounds

- (a) Where a double round is being shot, the results sheet is to show the total score and the tie break details for each round and also for the double round. Archers are to be listed in double round score/tiebreak data order. Where distance totals are required they must be shown for each round but double round distance totals are not required.
- (b) An archer who shoots just one round at a double round tournament is to be included in the listing along with archers in the same round/gender/bowstyle group who shot the double round.

15. The Results Sheet – Optional Information. At the discretion of the tournament organiser, the results sheet may include additional, optional information such as the following:

- (a) Details of shoot awards and trophies and the winners thereof.
- (b) Details of records claimed, subject to ratification.
- (c) Details of WA or Archery GB awards claimed, e.g. WA Stars, Rose Awards etc.
- (d) Narrative comments and/or thanks by the tournament organiser.
- (e) Archery GB membership number (for Archery GB members).

16. Tie-Break Data. The winners of an event are decided by the score achieved. If two or more archers are tied on score, tie break data is used to decide the winner. Therefore, and as indicated above, scoresheets and results sheets must include this data. The tie break data required is identified in the Archery GB Rules of Shooting or the WA Constitution and Rules, to which reference

should be made. Note that WA target rounds, WA field rounds and Archery GB metric target rounds (when shot to WA standards) do not use the number of hits as tie break data and therefore, to avoid confusion, the number of hits should not be shown for these rounds.

17. Match Play Rounds. Match play rounds involve a series of head to head matches, preceded by a qualification or seeding round. The results sheet is to contain full details of the qualification round as detailed above. In addition, for the match play rounds, two presentations of the results are required within the results sheet as follows:

- (a) An order of merit showing each archer's final position. Archers are to be shown in descending final position order and the match scores (points or arrow value as appropriate) given.
- (b) A match play (brackets) chart showing each archer's seed number for the first match round, who shot against whom in each match and each archer's match scores (points or arrow value as appropriate).

18. Field Archery Elimination and Finals Rounds. These rounds involve knock-out and match play rounds. The results sheets is to provide details of these rounds in formats equivalent to those used for target archery match play rounds as described in para 17 above.

19. The Results Data Export File – Essential Requirements. The results data export file is mandatory for target outdoor and target indoor events. The data are used for management purposes within Archery GB. The results data export file is a computer file giving a tabular list of the competitors who complete a round showing their performances at an event. In many cases the source for the file will be a spreadsheet or database table/query. The name, location and date(s) of the event must be given. The tabular list must show each archer on a separate row with the following information in separate columns each with a suitable heading:

- (a) Archery GB membership number (for Archery GB members).
- (b) Forename.
- (c) Surname.
- (d) Gender.
- (e) Bowstyle.
- (f) World Archery Category (M/W/CM/CW/JM/JW/MM/MW) for WA rounds, or Archery GB age group.
- (h) Score for each round.
- (i) Tie break data as applicable, i.e. Hits, Golds, X's, 10's, 9's; (this information is round dependent).
- (j) For WA (Gents)/(Ladies)/(Cadet Ladies) and Archery GB Metric I-V Rounds only. The 4 distance totals. The title of the columns is to indicate the distance shot, e.g. 90m, 70m etc.
- (k) Other columns may be included.

20. Electronic Formats. The required electronic formats for the documents are:

- (a) Result sheet, entry form & target list – Formats compatible with Adobe Acrobat Reader, Microsoft Word or Microsoft Excel e.g. .pdf, .doc, .docx, .rtf, .xls, .xlsx etc.
- (b) Results data export file – Formats compatible with Microsoft Excel e.g. .xls, .xlsx .csv or the Ianseo Shoot File (IANSEO) etc

In case of doubt concerning the results data export file or its format, e-mail results@archerygb.org for advice.

21. Special Circumstances.

- (a) Flight Shooting. The procedures outlined above are to be adhered to except where it is self-evident that they do not apply to flight shooting. Equivalent document formats are to be produced.
- (b) Traditional longbow target shooting (two-way). Archery GB does not recognise traditional longbow target shooting for record purposes. Therefore, organisers may produce scoresheets

and results sheets that meet their needs.

- (c) At a multi session event, archers may compete only once. However, they may shoot more than one session at the tournament organiser's discretion. The performance of archers shooting more than once is to be shown in the results sheet, either in a separate round/gender/bowstyle group with an appropriate title, or within the main group, in which case it must be clear that this is a second (or third etc) shoot and no order of merit position is to be given.

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SHOOTING ADMINISTRATIVE PROCEDURE 4

NATIONAL TOURNAMENTS

1. Annual Tournaments Archery GB arranges for the following National Tournaments to be held annually:

- (a) Target Archery – Outdoor
 - (i) The Grand National Archery Meeting
 - (ii) The British National Target Championships
 - (iii) The UK Masters' Tournament
 - (iv) The Junior National Championships
- (b) Target Archery – Indoor
 - (i) The National Indoor Championships
 - (ii) The Junior National Indoor Championships
- (c) Field Archery – The All-British Field Championships
- (d) Flight Archery – The National Flight Championships
- (e) Clout Archery – The National Clout Championships

2. General Rules

- (a) An honoured guest shall be invited to officiate as Lady Paramount/Gentlemen Patron each event.
- (b) The judges shall be appointed by the National Judges sub-Committee, after consultation with the chair of the specialist sub-Committee (Field, Junior, Target etc).
- (c) Archery GB's Championship Titles and the Challenge Trophies are open only to British Nationals of the United Kingdom. Unless the winner is permanently resident in the United Kingdom, the trophy shall remain in the custody of Archery GB. Any question as to the residence of the winner shall be decided by the Archery GB Operations Committee.
- (d) An archer shall be eligible to shoot in a particular region and/or county in accordance with the Laws.
- (e) At events where team trophies may be retained by archers, the archer making the highest score in a winning team shall be entitled to hold the Trophy until the next event

3. The Grand National Archery Meeting

- (a) The Annual Meeting shall consist of not less than three day's shooting, weather permitting, during which a Handicap Meeting may be held.
- (b) The Ladies' Meeting shall be a double Hereford Round. Ladies may enter for the National Rounds only.
- (c) The Gentlemen's Meeting shall be a Double York Round.
- (d) If, owing to the state of the weather, the full number of arrows is not shot on the first or second day, the remaining arrows shall, if possible, be shot on the next day, providing that not more than eighteen dozen arrows are shot in any one day.
- (e) The Judges, in consultation with the Tournament Organiser, shall decide whether any other competition shall be cancelled.
- (f) Due to their value, the GNAM Trophies are physically retained in Lilleshall National Sports Centre under arrangements made by Archery GB.
- (g) The Challenge Trophies are awarded to archers shooting a recurve bow or a wood bow.
- (h) No awards shall be made unless one complete York/Hereford round is shot and, if the Double Round be incomplete, the prizes and Challenge Trophies shall be awarded on the one round that has been completed.
- (j) Certain Challenge Trophies, being those of the original National Round Championships, will be awarded on the two National Rounds. All ladies shooting the recurve bow will be competing for these trophies.

- (k) The County Challenge trophies shall be awarded to the County teams making the highest aggregate scores at the Meeting. Each County's teams score shall consist of the four, or fewer, highest scores made by the Ladies and Gentlemen respectively shooting recurve or wood bows.
- (l) No archer shall take more than one prize offered by Archery GB (the Challenge Trophies excepted) in any one competition.
- (m) Any archer who has won one or more of the Archery GB's Medals is expected to wear one at least at every subsequent Grand National Archery Meeting at which he shall compete.

4. The British National Target Championships

- (a) The Annual Championships shall consist of not less than two day's shooting, weather permitting. Separate Championships may be held for archers shooting compound bows and recurve bows.
- (b) The format of the Championships shall be as decided by Archery GB from time to time.
- (c) If, owing to the state of the weather, the full number of arrows is not shot on the first day, the remaining arrows shall, if possible, be shot on the next day. If, owing to the state of the weather the full round cannot be shot, the Judges, in consultation with the Tournament Organiser, shall decide at which point the Championships shall be declared.
- (d) The Regional and County Challenge Trophies and/or medals shall be awarded to the respective teams making the highest aggregate scores at the Championships. Each teams' score shall consist of the four, or fewer, highest scores made by the Ladies and/or Gentlemen competing at the Championships. Separate awards are made for archers shooting compound bows and those shooting recurve bows.

5. The UK Masters' Tournament

- (a) The UK Masters' Tournament is held annually, usually in June. The Tournament is by invitation only to archers who are:
 - (i) Classified senior target Grand Master Bowmen and Master Bowmen. Note that this includes junior archers who hold the required senior classification.
 - (ii) Members of WA Member Associations by invitation of Archery GB.
 - (iii) Other Archery GB members by invitation of Archery GB.
- (b) The format of the Tournament shall be as decided by Archery GB from time to time.
- (c) The NCAS versus SCAS Regional Challenge Match Trophy shall be awarded to the team making the highest aggregate score at the Tournament. Each teams' score shall consist of the four, or fewer, highest scores made by the Ladies and Gentlemen competing at the Tournament and shooting recurve bows, provide always that both sexes are represented in the team.

SHOOTING ADMINISTRATIVE PROCEDURE 5

WORLD, EUROPEAN AND NATIONAL RECORDS

1. Initiation of Record Claims In all cases, it is for the archer to initiate the claim procedure by advising the tournament organiser as soon as practicable that a record claim is being made. The archer must complete the appropriate form prior to the dispersal of the tournament at which the record has been made.

2. World and European Records

- (a) A World and/or European Record may be established according to the rules of WA and/or World Archery Europe. Within the UK, qualifying tournaments will be those accorded World Record/WA Award Status.
- (b) World and European records may be claimed only for bowstyles recognised by WA.
- (c) Claims for World and/or European records must be notified by the tournament organiser, in the first instance by telephone, to Membership Services on the first working day following the achievement. The organiser must then forward the full details of the claim, original score card and a copy of the results to be received at Membership Services within FIVE days of the tournament date. It is advisable to retain photocopies of all documents submitted.

3. UK Records

- (a) A UK Record may be established at:
 - (i) Any tournament organised by WA, WA Members or Archery GB.
 - (ii) Any tournament which has been granted Record Status by Archery GB.
- (b) The Tournament Organiser must submit claims for all UK records to Membership Services. Each claim is to be accompanied by the original signed score sheet and the results let as circulated and is to be received within 21 days of the end of the tournament.
- (c) A new record shall be established when a score is at least one point higher or in Flight Shooting one foot further than the existing record.
- (d) In case of a perfect score shot in a target outdoor WA or Archery GB Metric round, a new record shall include the Iber of Inner 10s (X's) and shall require at least one more X than the existing record.
- (e) Should a UK record be broken by two or more equal scores made on the same day, the archers shall be declared joint record holders

4. Target Archery

- (a) Bowstyles. UK records will be maintained for:
 - (i) WA Standard Bow. UK records are maintained for the WA Standard Bow shooting the WA Standard round only.
 - (ii) Other Bows. UK records are maintained for the bowstyles given at Rule 303(a), (c), (d), (e) and (f) shooting all other eligible rounds.
- (b) Eligible Rounds and Conditions. The eligible rounds and the conditions pertaining are specified in tables 308(b) and 405(b) and shown in the list of records published on the Archery GB web site.
- (c) Some rounds may be shot using either single full size faces or multiple face targets. However, separate records will not be maintained.

5. Field Archery

- (a) UK records will be maintained for the bowstyles given in Rules 502(a) – (g) and (j).
- (b) UK Records may be claimed for the following rounds:
 - (i) WA Field Round, marked, unmarked, combined, mixed and double mixed.
 - (ii) Arrowhead Round, marked, unmarked, combined mixed and double mixed.
 - (iii) National Animal Round.
- (c) UK records may be claimed by and granted to Juniors under 18, Juniors under 15 and Juniors under 12, if the round shot was that appropriate to the age of the claimant, or if the claimant has shot a more difficult round than his age demanded.
- (d) Records will not be kept for Juniors under 12 in respect of the National Animal Round.

6. Flight Shooting UK records can be claimed in all bowstyles and weight divisions shown in Rule 600 A – D, F and G, shot at a recognised Record Status tournament. The measurements must be checked and witnessed by the Range Captain and one other responsible person. In addition the Range Captain must certify that the ground over which the shot was made was reasonably flat and level.

7. Clout Shooting

- (a) Bowstyles. UK records will be maintained for the bowstyles given at Rule 701(a) - (e).
- (b) Eligible Rounds and Conditions. The eligible rounds and the conditions pertaining are specified in Rules 705(c) and 708.

8. Crossbow Shooting Archery GB will maintain UK records for crossbows corresponding to the provisions at rule 210 for the bowstyle, and where given, the specified rounds for crossbows in the respective divisions

UK PARA-ARCHERY RECORDS

9. Introduction. UK Para-archery records are maintained for specific target outdoor and indoor rounds for archers with either a physical or visual impairment. Records will be maintained for the following para-archery Classifications:

- (a) W1
- (b) Open (W2 and ST combined)
- (c) VI B1
- (d) VI B2/3 combined.

10. Gender and Bowstyles. Records will be maintained for Gentlemen and Ladies shooting Compound and Recurve bows with the following exceptions:

- (a) The W1 records will be for recurve and compound bows combined.
- (b) VI records will combine Gentlemen and Ladies and Recurve and Compound bows.

11. Rounds. Records will be maintained for the following rounds:

- (a) Physical Impairment – Outdoor Rounds
 - (i) A 1440 (Gentlemen) and WA 1440 (Ladies) - (according to gender)
 - (ii) WA 70m - (recurve only–
 - (iii) WA 50m - (compound and W1 only)
 - (iv) Compound match 15-arrow pass - (compound and W1 only)
 - (v) York - (Gentlen only)
 - (vi) Hereford- (Ladies only)
- (b) Physical Impairment – Indoor Rounds
 - (i) WA 18m
 - (ii) Portsmouth
- (c) Visual Impairment – Outdoor Rounds
 - (i) WA VI Outdoor (1440)
 - (ii) WA 30m

- (d) Visual Impairment – Indoor Rounds
 - (i) WA VI Indoor
 - (iii) Portsmouth

12. Eligibility

- (a) Physical Impairment. Archers must have a current National or International WA classification of W1, W2 or ST. (Currently dated after November 2013)
- (b) Visual impairment. Archers must have a current British Blind Sport classification of B1, B2 or B3; or the IBSA equivalent. (IBSA currently dated after April 2014)
- (c) Archers must shoot with the equipment appropriate for their classification, as laid down in World Archery rules.
- (d) Archers must declare at equipment inspection which standard of equipment they are using.

13. Claims

- (a) Archers making their first UK record claim must forward a copy of their classification documentation to Membership Services within 21 days. This will be logged, so that if the same archer submits another claim a further copy will not be needed.
- (b) The procedures given in paragraphs 1, 3 and 4(c) above apply

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SHOOTING ADMINISTRATIVE PROCEDURE 6

SHOOTING AWARDS

1. Six Gold Badge and Three Gold Badge

- (a) (i) The Six Gold End Badge is for six consecutive arrows shot at one end into the gold zone during outdoor competition with a compound, recurve or longbow. The Badge depicts a stylised target face with 6 arrows in the gold zone over a label inscribed "SIX GOLDS". Additional lettering indicates the badges for compound and junior archers.
- (ii) The Three Gold End Badge is for three arrows shot at one end into the gold zone during outdoor competition with a longbow. The Badge depicts a stylised target face with 3 arrows in the gold zone over labels inscribed "THREE GOLDS" and "LONGBOW".
- (iii) The competition must be at a meeting organised by Archery GB or any of its associated bodies or at an associated club Target Day, under the Rules of Shooting. The awards are not claimable on sighters but it is not necessary for the round to be completed.
- (b) (i) Separate Six Gold End Badges are available for:
- All archers shooting bows as recognised in Rules 202 or 204 (recurve) or 206 (longbow) at the minimum distances specified for ladies and gentlemen.
 - All archers shooting bows as recognised in Rules 207 (compound) at the minimum distances specified for ladies and gentlemen.
 - Junior archers shooting bows as recognised in Rules 202 or 204 (recurve) or 206 (longbow) at the minimum distances specified for their age and gender.
 - Junior archers shooting bows as recognised in Rules 207 (compound) at the minimum distances specified for their age and gender.
- (ii) The Three Gold End Badge is available for all archers shooting bows as recognised in Rule 206 (longbow) at the minimum distances specified for their age and gender.
- (c) For the purposes of the Six and Three Gold End Badges only, when using 10-zone scoring the inner 10 (X), inner gold (10) and outer gold (9) scoring rings will be treated as golds.
- (d) The shortest distances at which the Badges can be claimed are:

		IMPERIAL MEASUREMENTS	METRIC MEASUREMENTS
Seniors	Gentlemen	80 yards	70 metres
	Ladies	60 yards	60 metres
Junior Gentlemen	Under 18 yrs	60 yards	60 metres
	Under 16 yrs	50 yards	50 metres
	Under 14 yrs	40 yards	40 metres
	Under 12 yrs	30 yards	30 metres
Junior Ladies	Under 18 yrs	50 yards	50 metres
	Under 16 yrs	40 yards	40 metres
	Under 14 yrs	30 yards	30 metres
	Under 12 yrs	20 yards	20 metres

- (e) (i) Claims for the Badges must be submitted to Membership Services on the appropriate claim form.
- (ii) If the Six or Three Gold End is made at a tournament the Tournament Organiser must sign the claim form.

- (iii) If the Six or Three Gold End is made at an associated club Target Day the Club Secretary must sign the claim form.
- (f) (i) An archer is entitled to only one Six Gold End Badge for each of the schemes given in (b)(i) above.
- (ii) An archer is entitled to only one Three Gold End Badge for the scheme given in (b)(ii) above.

2. Rose Award

- (a) Rose Awards are open to archers shooting at UK Record Status York, Hereford and/or Bristol I – V tournaments that have been accorded "Rose Award" Status. The Award is in the form of a badge depicting a white stylised rose on a coloured background.
- (b) Separate Awards are available for:
 - (i) Archers using recurve bows as recognised in Rules 303(a) or 303(c) shooting the Hereford round (ladies and junior ladies) or York round (gentlemen and junior gentlemen) – Large square badge.
 - (ii) Archers using compound bows as recognised in Rules 303(e) or 303(f) shooting the Hereford round (ladies and junior ladies) or York round (gentlemen and junior gentlemen) – Large round badge.
 - (iii) Junior archers using recurve bows as recognised in Rules 303(a) or 303(c) shooting a Bristol I, II, III, IV and V round – Small square badge.
 - (iv) Junior archers using compound bows as recognised in Rules 303(e) or 303(f) shooting a Bristol I, II, III, IV and V round – Small round badge.
 - (v) Archers using longbows as recognised in Rule 303(d) shooting the Hereford round (ladies and junior ladies) or York round (gentlemen and junior gentlemen) – Shield shaped badge.
 - (vi) Junior archers using longbows as recognised in Rule 303(d) shooting a Bristol I, II, III, IV and V round – Shield shaped badge as in (v) above.
- (c) The scores required and the background colour of the Awards are:

Rose Awards

	White	Black	Blue	Red	Gold	Purple
Compound and Recurve bows	800	900	1000	1100	1200	1250
Longbows	225	300	375	450	525	600
Barebows	500	600	700	800	900	1000

- (d) Within each of the 6 separate schemes detailed at (b) above:
 - (i) An archer may only claim for the score level achieved.
 - (ii) A senior archer may not claim for a level below, or equal to, that for which a senior 'Rose' has already been claimed.
 - (iii) Junior archers must shoot the round relevant to their age group or above as follows:

<u>Round</u>	<u>Junior Ladies</u>	<u>Junior Gentlemen</u>
Bristol I		Jnr Gentlemen under 18
Bristol II	Jnr Ladies under 18	Jnr Gentlemen under 16
Bristol III	Jnr Ladies under 16	Jnr Gentlemen under 14
Bristol IV	Jnr Ladies under 14	Jnr Gentlemen under 12
Bristol V	Jnr Ladies under 12	

A colour can only be claimed once, however, missed colours may be claimed when shooting a longer distance round.

- (e) Claims for the Award must be submitted to Membership Services on the appropriate form submitted through the Organiser of the Tournament at which the award is achieved. Claims must be accompanied by the original scoresheet and a copy of the official tournament results sheet.

4. Six Clout Badge and Three Clout Badge

- (a) The Six Clout Badge and the Three Clout Badge are for arrows shot into the Clout, ie the 5 zone, of an Archery GB Imperial Clout or WA/Archery GB Metric Clout during competition at a meeting organised by Archery GB or any of its associated bodies or in competition at an associated club Target Day, under Archery GB Rules of Shooting. The badges are not claimable on sighters but it is not necessary for the round to be completed.
- (b) The Six Clout Badge is for six consecutive arrows shot at one end into the Clout. It is available to all members of Archery GB shooting bows recognised in Rules 701(a) to 701(d) at the minimum distances for gender, age and bowstyle given in Rule 705(b) or 707. The badge depicts a stylised target face with 6 arrows in the gold zone over a label indicating that it is for Clout shooting
- (c) The Three Clout Badge is available to all members of Archery GB shooting bows recognised in Rules 701(c) at the minimum distances for gender and age given in Rule 705(b) or 707. The badge depicts a stylised target face with three arrows in the gold zone over a label indicating that it is a three gold end for longbow.
- (d)
 - (i) Claims for the Badges must be submitted to Membership Services on the appropriate claim form.
 - (ii) If the Six Clout End or Three Clout End is made at a tournament the Tournament Organiser must sign the claim form.
 - (iii) If the Six Clout End or Three Clout End is made at an associated club Target Day the Club Secretary must sign the claim form.
- (e)
 - (i) An archer is entitled to only one Six Gold End Badge for the scheme given in (b) above.
 - (ii) An archer is entitled to only one Three Gold End Badge for the scheme given in (c) above.

5. Tassel Awards The Tassel Award scheme for Clout Shooting is administered by the Northern Counties Archery Society (NCAS). Tassel Awards are open to archers shooting Double One-Way and Two-Way Archery GB Clouts at tournaments that have been accorded "Tassel Award" Status by NCAS. The Award is in the form of a curved hexagonal badge depicting a gold-coloured stylised Tassel on a coloured background.

6. Handicap Improvement Medal – Target Archery

- (a) The Handicap Improvement Medal may be awarded by a club to the club member that achieves the greatest handicap improvement made over a calendar year. The medal, which is on a ribbon, depicts a mediaeval archer.
- (b)
 - (i) The medals are Challenge Trophies and remain the property of Archery GB.
 - (ii) One medal will be loaned on application to any Club having not less than ten shooting members, which has been an Associated Club of Archery GB for at least twelve months.
 - (iii) In the event of a Club ceasing to function, the Secretary thereof will be personally responsible for returning the medal to Membership Services.
 - (iv) The Club will notify Membership Services the name and address of the winner of the medal by 31 January (giving old and new handicap figures) or, if the medal has not been duly competed for, will return it to Archery GB.
- (c)
 - (i) The awarding of the medal shall be based on the calendar year 1 January to 31 December.
 - (ii) The award shall be based on Outdoor Rounds only
 - (iii) All Archers may shoot all outdoor rounds in the Handicap Tables, using bows as recognised in Rules 303(a), (c), (d), or (e). Separate handicap record sheets must be kept for each style of bow (recurve freestyle, recurve barebow, longbow, compound) that an archer shoots. Each sheet must be assessed separately in order that the award is given to the archer using a bow conforming to the same style throughout the calendar year.
 - (iv) The winner shall have been a member of the Club for at least six months prior to 1 January and shall be in possession of a current handicap on that date, and shall have shot a minimum of 8 rounds.
 - (v) The award shall be based on improvement of handicap between 1 January and 31 December (before any reassessment is made for the following year.)

- (vi) If no archer reduces his handicap during the calendar year the medal will not be awarded.
- (vii) In the event of a tie, those who tied shall, on a handicap basis shoot it off on a day and round to be decided by the club, or, at the Club's discretion the medal may be awarded to the member with the greatest number of attendances during the period amongst those who have tied.
- (viii) The Archery GB Handicap Regulations and tables must be used for calculating all handicaps in connection with the award of these medals.
- (ix) The holder of the medal should wear it on all Club Target Days at which he or she is present. It is left to each Club to impose any penalty in this connection.

6A. Archery GB Progress Awards

- (a) The Archery GB Progress Awards are designed to provide beginners and younger archers with awards for developing their archery skills. The scheme can also be used as an adult beginner incentive. The award requires an archer to shoot 3 dozen arrows at standard distances dependent on gender, age and bowstyle and to achieve a specific minimum score.
- (b) The award comprises a rectangular badge showing the Archery GB logo and the word "progress" on a coloured background.
- (c) The scheme is administered by each participating club. Full details, including the distance and score requirements are available from the Junior Committee and on the Archery GB web site.

6B. WA Beginners awards – WA Feather and WA Arrow Awards

- (a) WA Feather and WA Arrow Awards combine to provide a progressive 7-level achievement system for beginners. Each award is based on 3 requirements based on score, skills development and knowledge.
- (b) The award comprises a distinctive badge showing the top half of a circular target face above the text "FITA" on a coloured ground. The Feather award shows a stylized set of 2 flights vertically, the Arrow award shows a stylized complete arrow horizontally.
- (c) The scheme is administered by each participating club who may obtain award badges from Membership Services. Full details of the scheme are shown on the WA web site.

7. WA Star and the WA Silver Star Award for Cadets and Masters.

- (a) The WA Star Award and the WA Silver Star Award for Cadets and Masters are open to archers according to qualifications and applications as laid down in WA Rules shooting WA 1440 (Ladies)/(Cadet/Masters Ladies) rounds that have been accorded World Record/WA Award Status. The award is in the form of a stylized bronze star, the higher awards having a coloured background.
- (b) Separate awards are available for:
 - (i) Archers using recurve bows shooting the appropriate adult WA round – Shield shaped badge with gold coloured writing.
 - (ii) Archers using compound bows shooting the appropriate adult WA round – Round badge with gold writing.
 - (iii) WA cadet or master archers using recurve bows shooting the appropriate WA cadet/master round – Shield shaped badge with silver coloured writing.
 - (iv) WA cadet or master archers using compound bows shooting the appropriate WA cadet/master round – Round badge with silver coloured writing.
- (c) The scores required and the background colour of the awards are:

WA Star and Silver Star Awards

	Star only	Black	Blue	Red	Gold	Purple
All archers	1000	1100	1200	1300	1350	1400

- (d) Within each of the 4 separate schemes detailed at (b) above:
 - (i) An archer may only claim for the score level achieved.

- (ii) An archer may not claim for a level below, or equal to, that for which a WA Star has already been claimed.
- (e) Claims for the award must be submitted to Membership Services on the appropriate form submitted through the Organiser of the Tournament at which the award is achieved. Claims must be accompanied by the original scoresheet and a copy of the official tournament results sheet.

8. WA Standard Round Award

- (a) The WA Standard Round Award is available to archers using the WA Standard Bow and shooting the WA Standard Round at tournaments with World Record/WA Award Status. The archer must not have achieved a WA Star badge of 1000 points or higher. The award is in the form of a stylized arrow in a circular badge with the words "FITA Standard Archery" on a coloured background.
- (b) The scores required and the background colours of the awards are:

WA Standard Round Award

	White	Black	Blue	Red	Gold
Men	500	530	560	590	620
Women	475	505	535	565	595

- (c) (i) An archer may only claim for the score level achieved.
- (ii) An archer may not claim for a level below, or equal to, that for which a WA Standard Round Award has already been claimed.
- (d) Claims for the award must be submitted to Membership Services on the appropriate form submitted through the Organiser of the Tournament at which the award is achieved. Claims must be accompanied by the original scoresheet and a copy of the official tournament results sheet.

9. WA Target Award and WA Silver Target Award for Cadets and Masters

- (a) The WA Target Award and WA Silver Target Award for Cadets and Masters are open to archers shooting specified rounds with a recurve or compound bow at tournaments with World Record/WA Award Status.
- (b) (i) The WA Target Award badge depicts a stylised target face with the word "Target" underneath on a circular coloured background. Writing is coloured gold. The Rounds that may be shot, the scores required and the background colour of the Awards are:

WA Target Awards

	White	Black	Blue	Red	Gold	Purple
WA 70m (outdoor) (recurve)	500	550	600	650	675	700
WA 50m (outdoor) (compound)	500	550	600	650	675	700
WA 900 (outdoor)	750	800	830	860	875	890
WA 25m (indoor)	500	525	550	575	585	595
WA 18m (indoor)	500	525	550	575	585	595

- (ii) The WA Silver Target Award badge depicts a stylised target face with the word “Target” underneath on a circular coloured background. Writing is coloured silver. The Round that may be shot, the scores required and the background colour of the Awards are:

WA Silver Target Awards

	White	Black	Blue	Red	Gold	Purple
WA 60m (outdoor) (recurve)	500	550	600	650	675	700

- (c) For each of the 2 awards detailed at (b) above:
- (i) An archer may only claim for the score level achieved.
- (ii) An archer may not claim for a level below, or equal to, that for which a WA Target Award has already been claimed.
- (d) Claims for the Award must be submitted to Membership Services on the appropriate form submitted through the Organiser of the Tournament at which the award is achieved. Claims must be accompanied by the original scoresheet and a copy of the official tournament results sheet.

10. WA Arrowhead Badge

- (a) The WA Arrowhead Badge is open to archers shooting the WA Arrowhead round with a recurve freestyle, recurve barebow or compound bow at tournaments with WA Award Status. The Award is in the form of a stylised broad arrowhead of the appropriate colour superimposed with the word FITA.
- (b) Separate Awards are made to archers shooting the following bowstyles:
- (i) Recurve Freestyle
- (ii) Recurve Barebow
- (iii) Compound
- (c) The scores required for the possible number of targets, and the background colour of the awards are:

WA Arrowhead Badges

Recurve Freestyle									
	24 targets		28 targets		32 targets		36 targets		
	men	women	men	women	men	women	men	women	
Green	219	196	256	229	292	261	329	294	
Brown	244	227	285	265	325	303	366	341	
Grey	265	249	309	291	353	332	398	374	
Black	291	279	340	326	388	372	437	419	
White	313	302	365	352	417	403	470	453	
Silver	338	323	394	377	451	431	507	485	
Gold	350	339	408	396	467	452	525	509	
Recurve Barebow									
	24 targets		28 targets		32 targets		36 targets		
	men	women	men	women	men	women	men	women	
Green	191	182	223	212	255	243	287	273	
Brown	230	198	268	231	307	264	345	297	
Grey	250	226	292	264	333	301	375	339	
Black	273	250	319	292	364	333	410	375	
White	294	275	343	321	392	367	441	413	
Silver	316	299	369	349	421	399	474	449	
Gold	335	312	391	364	447	416	503	468	
Compound									
	24 targets		28 targets		32 targets		36 targets		
	men	women	men	women	men	women	men	women	
Green	292	275	341	321	389	367	438	413	
Brown	313	301	365	351	417	401	470	452	
Grey	331	318	386	371	441	424	497	477	
Black	351	338	410	394	468	451	527	507	
White	371	357	433	417	495	476	557	536	
Silver	389	377	454	440	519	503	584	566	
Gold	399	388	466	453	532	517	599	582	

- (d) Within each bowstyle,
- (i) An archer may only claim for the score level achieved.
 - (ii) An archer may not claim for a level below, or equal to, that for which a WA Arrowhead Award has already been claimed.
- (e) Claims for the award must be submitted to Membership Services on the appropriate form submitted through the Organiser of the Tournament at which the award is achieved. Claims must be accompanied by the original scoresheet and a copy of the official tournament results sheet.

SHOOTING ADMINISTRATIVE PROCEDURE 7

CLASSIFICATION SCHEMES

1. Regulations for all Disciplines

- (a) The use of the classification scheme by Clubs is optional and much of the administration shall be in the hands of the Club Officials as set out below. However, at the highest levels classifications are ratified centrally by Archery GB.
- (b) Initial grading and subsequent upgrading occurs immediately once the necessary scores have been made in the defined year.
- (c) A classification holds until the end of the season following that in which it is gained. If it is not maintained or improved upon during that time then the archer shall be reclassified based upon scores made during the season.
- (d) An archer may hold **separate and distinct** classifications in different archery disciplines and/or bowstyles.
- (e) Any archer who failed to shoot the minimum number of rounds or reach the qualifying scores required to acquire a classification during the defined year shall be listed as unclassified (U/C).

2. Age-specific categories

- (a) When an archer changes age group their classification will be re-assessed based on the best qualifying scores shot in the previous season (target outdoor and field) or in the previous season and current season to date (target indoor). If sufficient rounds in the age group have not been shot in this time, the archer will be unclassified until the necessary rounds have been shot.
- (b) An archer may hold independently assessed classifications in multiple age groups provided they attain the qualifying scores on the relevant rounds for that category.

3. Claims Procedures

- (a) Unless specified in the guidelines, claims for each classification should be dealt with by club officials.
- (b) Centrally ratified claims
 - (i) Archers achieving the highest levels of performance deserve widespread recognition of their achievements. Additionally, these performances need to be highlighted to Archery GB. Therefore, claims for these awards are co-ordinated by Archery GB.
 - (ii) Any such claims (as specified below) shall be submitted on the appropriate form to Membership Services, as soon as possible after the achievement, and in any case to be received by the end of the relevant season.

Membership Services will:

 - (i) Confirm the validity of the claim.
 - (ii) Notify the claimant and send them the appropriate badge, provided that an identical badge has not previously been issued to that archer for the same archery discipline and bowstyle.
 - (iii) Publicise the award.
 - (iii) It shall be the responsibility of the archer concerned to submit the claim together with the official Result Sheets sent out by the Organisers of the Meetings.
 - (iv) The claim shall include details of the bowstyle for which the **classification is being claimed**

5. Target Archery – Outdoor

- (a) The defined year for all outdoor classifications is a calendar year.
- (b) The scheme shall apply only to those archers shooting bows conforming to the following bowstyles:
 - (i) Recurve.
 - (ii) Compound.
 - (iii) Longbow
 - (iv) Recurve Barebow
 - (v) WA Standard Bow
- (c) Qualifying Scores: Please refer to the outdoor classification tables (published separately by Archery GB) for the scores required for each bowstyle, gender, age, and discipline. (all tables are here: <https://archerygb.org/resources/find-a-document/awards/outdoor-classifications-and-handicaps>)
- (d) Archer classifications (3rd, 2nd, 1st)
 - (i) Qualifying Rounds: As shown in the classifications tables referred to in 5c
 - (ii) Total number of arrows across all qualifying rounds: 12 Dozen
 - (iii) Standards: Scores may come from practice but must be shot under Archery GB Rules of Shooting.
 - (iv) Claims: Dealt with at club level
- (e) Bowman classifications (3rd, 2nd, 1st)
 - (i) Qualifying Rounds: As shown in the classifications tables referred to in 5c
 - (ii) Total number of arrows across all qualifying rounds: 18 Dozen
 - (iii) Standards: All scores must be shot under Archery GB Rules of Shooting, at a meeting organised by Archery GB or a body affiliated to Archery GB, or at any associated club target day (Rules of shooting – Rule 313).
 - (iv) Claims: Dealt with at club level
- (f) Master Bowman classifications (Master Bowman, Grand Master Bowman, Elite Master Bowman)
 - (i) Qualifying Rounds. As shown in the classifications tables referred to in 5c:
 - The age-appropriate WA1440 or Metric Round (or above)
 - The age-appropriate York/Hereford/Bristol Round (or above)
 - The age- and bowstyle-appropriate World Archery Round for International Competition (or above, up to the senior bowstyle-appropriate round)
 - (ii) Total number of arrows across all qualifying rounds: 36 Dozen
 - (iii) Standards: All rounds must be shot at events organised by WA, WA Members, or Archery GB, or at a UK Record Status meeting
 - (iv) Claims: Dealt with by Membership Services as detailed in 3b.

6. Target Archery – Indoor

- (a) The defined year for indoor classifications is from 1st July to 30th June.
- (b) The scheme shall apply only to those archers shooting the following bowstyles:
 - (i) Recurve.
 - (ii) Compound.
 - (iii) Longbow
 - (iv) Recurve Barebow
- (c) Qualifying Scores: Please refer to the outdoor classification tables (published separately by Archery GB) for the scores required for each bowstyle, gender, age, and discipline (all tables are here: <https://archerygb.org/files/indoor-classification-tables-120923153544.pdf>)

- (d) Archer classifications (3rd, 2nd, 1st)
 - (i) Qualifying Rounds: As shown in the classifications tables referred to in 6c.
 - (ii) Total number of arrows across all qualifying rounds: 10 Dozen.
 - (iii) Standards: Scores may come from practice but must be shot under Archery GB Rules of Shooting.
 - (iv) Claims: Dealt with at club level.
- (e) Bowmen classifications (3rd, 2nd, 1st)
- (i) Qualifying Rounds: As shown in the classification tables referred to in 6c.
 - (ii) Total number of arrows across all qualifying rounds: 15 Dozen
 - (iii) Standards: All scores must be shot under Archery GB Rules of Shooting, at a meeting organised by Archery GB, or a body affiliated to Archery GB, or at any associated club target day (Rules of shooting – Rule 313)
 - (iv) Claims: Dealt with at club level
- (f) Master Bowmen classifications (Master Bowmen and Grand Master Bowmen)
- (i) Qualifying Rounds: As shown in the classification tables referred to in 6c.
 - (ii) Total number of arrows across all qualifying rounds: 15 Dozen
 - (iii) Standards: All rounds must be shot at events organised by WA, WA Members or Archery GB, or at a UK record status meeting.
 - (iv) Claims: Dealt with at club level

7. Field Archery

- (a) Defined Year. The defined year for Field classifications is a calendar year
- (b) Bowstyles. The scheme shall apply to archers shooting bowstyles detailed in Rules 502 (a) – (g) and (j).
- (c) Age. Only one range of scores is available for all juniors under 18 years of age. Juniors wishing to enter the classification scheme must shoot the full adult distances. There are no separate classification for 50+.
- (d) Qualifying Scores. As shown in Table 1
- (e) Bowman, 1st Class, 2nd Class and 3rd Class.
 - (i) Qualifying Rounds:
 - WA Field round, marked, unmarked and mixed (combination).
 - WA Arrowhead round, marked, unmarked and mixed (combination).
deleted
 - National Animal round. For 1st, 2nd and 3rd class only
 - (ii) Number of Rounds. Three.
 - (iii) Standards. All rounds to be shot at meetings organised by WA, WA members, Archery GB, a body affiliated to Archery GB or at any Associated Club Open Tournament or classification shoot when a minimum of three archers are shooting together on the same target. Qualifying scores may be obtained by shooting the same unit twice.
 - (iv) Claims: Dealt with at club level
- (f) Grand Master Bowman and Master Bowman.
 - (i) Qualifying Rounds:
 - WA Field round (24-target), marked, unmarked and mixed (combination).
 - WA Arrowhead round (24-target), marked, unmarked and mixed (combination).
 - (ii) Number of Rounds. Three
 - (iii) Standards. All rounds must be shot at meetings organised by WA, WA members, Archery GB; or at a Regional Championship, a Regional Inter-Counties meeting, or a County Championship; or any competition granted UK Record Status.

- (iv) Claims: Dealt with by Membership Services as detailed in 3b.
- (v) Location. Only one score from a venue may be used apart from scores from World Games, World Championships, Continental Championships, the All British and Open and (in the case of Junior Grand Master Bowman and Junior Master Bowman scores only) the Junior National Championships, which may be used in addition irrespective of venue.

8. Flight Shooting

- (a) Exceptionally, there is no defined year for Flight Shooting. Once gained, a classification is retained until an improved classification is awarded.
- (b) The scheme applies to all permitted bowstyles. There are no separate awards for different bowstyles.
- (c) Age. There are no separate classifications for juniors or 50+.
- (d) Archers can qualify as Master Flight Shot or 1st Class Flight Shot at any Flight Shoot organised by Archery GB, a Regional Society or County Association under Archery GB Rules of Shooting.
- (e) Archers can qualify as Grand Master Flight Shot at any of the above except that the County Association Meeting must be the County Championships.
- (f) Minimum distances:
 - Grand Master Flight Shot, Master Flight Shot, 1st Class Flight Shot
 - Ladies 450 yards, 340 yards, 275 yards
 - Gentlemen 550 yards, 440 yards, 375 yards

9. Crossbow Shooting

- (a) The defined year for crossbow classifications is a calendar year.
- (b) The scheme shall apply only to archers shooting target archery outdoors and using a Crossbow as defined in Rule 210.
- (c) Age. There are no separate classifications for juniors or 50+.
- (d) Qualifying Round: The Crossbow Windsor Round
- (e) Qualifying Scores and Number of Scores:
 - GRADE: Master Arbalist Arbalist 1st Class Arbalist 2nd Class
 - SCORE NUMBER: 780 3 scores, 630 3 scores, 480 3 scores
 - QUALIFYING MEETINGS (See below): (2 and 1) (1 and 2) (1 and 2)
- (f) Qualifying Meetings. For the Master Arbalist 2 and for the 1st and 2nd Class Arbalist 1, scores must be made at a Meeting organised by WA, WA Members, Archery GB, a Regional Society, or County Association. The remainder may be shot at any of the above or at any Associated Club Tournament or Target Day when a minimum of two archers are shooting on the same target.

SHOOTING ADMINISTRATIVE PROCEDURE 8

Shooting Related Laws

1. Only a member of Archery GB or a person who is a member of a national society affiliated to World Archery (or such successor organisation as may take over the role of World Archery from time to time) may shoot or officiate at any of Archery GB's meetings or at any meeting of a Regional Society, County Association or Associated Club.
2. Only an Archery GB member who is a British National Citizen may be the relevant British National Champion and holder of the associated trophy.
3. Home Nations are responsible for setting their own squad and team selection criteria however, once an archer has represented one Home Nation in any particular age category, they may not represent another Home Nation in that age category. Where relevant, Home Nations Commonwealth Games Selection rules will take precedence.
4. Regions and Counties are responsible for setting the eligibility criteria for their own championship titles however, no archer may compete for championship titles of more than one Region or County during a subscription year.
5. Regions and Counties are responsible for setting their own squad and team selection criteria however, no athlete may shoot for more than one Region or County during a subscription year.
6. An archer may belong to, and shoot at, more than one club in any one subscription year.
7. The club through which the archer's Archery GB annual subscription fee is paid (the club stated on the Archery GB membership card) shall have first claim on that archer. Before representing another club at a tournament or competition an archer must first get permission from their first claim club.
8. At events using the Archery GB Membership System data, the club recorded against an archer's name will be the club through which the archer's Archery GB annual subscription fee is paid (the club stated on the Archery GB membership card).

Shooting Administrative Procedure 9

The Archery Handicap Scheme

1. Introduction

- (a) The Archery Handicap Scheme exists to measure an archer's ability regardless of who they are and what they shoot. Any score can be assigned a number on the handicap scale representing the accuracy with which it was shot. Handicaps form the basis of the classification system and tables, but have a wide variety of uses beyond this such as comparing performance on different rounds and tracking an archer's progress throughout the season and their career.

2. Administration

- (a) The administration of the Archery Handicap Scheme is to be performed by Club Officials. No central register is maintained by Archery GB.
- (b) Separate handicaps are calculated for Outdoor and Indoor shooting. Whilst the two should be comparable, they represent different archery disciplines and should be maintained separately. The procedures given below apply equally to Outdoor and Indoor Handicaps.
- (c) Separate handicaps should be maintained for each target archery bowstyle used by the archer. The procedures below apply equally to all these bowstyles
- (d) Rounds to be recorded for handicapping purposes are those shown in the Archery GB Rules of Shooting and which appear in handicap tables. For the purposes of handicapping, any archer may shoot any round. Rounds should be shot under Archery GB Rules of Shooting at a Club Target Day (Rule 313) or at a meeting organised by Archery GB, WA or an affiliated body.

3. Recording Handicaps

- (a) The Club Records Officer should record all eligible rounds (2d) for each member together with the appropriate handicap rating. This can be done in a physical records book or electronically.
- (b) **The handicap value of a score between those listed in the tables is always taken as the higher of the two handicaps. Example — the handicap for a score of 1006 on a Hereford is 43, not 42. For outdoor tables see <https://archerygb.org/resources/find-a-document/awards/outdoor-classifications-and-handicaps>, for indoors see the physical copy kept by the club.** Every member must inform their Club Records Officer about every round shot and, if a member of more than one club, is responsible for seeing that their handicap is recorded as being the same in each Club.

4. Initial Assessment

- (a) Any archer not in possession of a handicap will be eligible to receive a handicap after shooting three qualifying rounds. The handicap awarded will be equal to the average rating of the three rounds. If the average handicap rating is not a whole number, it will be rounded **down** to the next whole number.
- (b) An archer who is not in possession of a handicap is treated as having a handicap of 0 for the purposes of a handicap shoot.

5. Handicap Improvement

- (a) Handicaps are continuously improved as an archer shoots more rounds.
- (b) Every time an archer shoots a round that is better than their current handicap it will be reduced to the average of their current handicap and the handicap rating of the better score. If the average is not a whole number, it will be rounded **down** to the next whole number.

6. Annual Re-assessment of Handicaps

- (a) The Club Records Officer will re-assess the handicaps of all archers in the club on an annual basis. This shall coincide with the start of the outdoor and indoor seasons:
 - i) 1st January for Outdoor Handicaps.
 - ii) 1st July for Indoor Handicaps.
- (b) The handicap allocated at the beginning of each year will be equal to the average of the handicap ratings of the archer's best three scores shot during the previous year. If an archer has shot fewer than three rounds, the average will be taken over those rounds that have been shot plus the re-assessed handicap rating for the previous year.
- (c) If the average is not a whole number, it will be rounded down to the next whole number.
- (d) An archer who has failed to shoot any complete round during the previous year shall retain their last declared handicap until they have re-qualified as in instruction 3(a) above.

7. Handicap Shoots

- (a) Handicap allowances for the round shot by each archer are given in the Tables available online (for outdoor) and in the physical copy at the club for indoor shoots currently. No further adjustment is necessary for mixed shoots.
- (b) The allowance should be added to the actual score achieved to give the handicap adjusted score.
- (c) The allowances have been calculated so that any archer shooting exactly to their current handicap will achieve an adjusted score of 1440 on any round.
- (d) In a handicap shoot, archers may be allowed to shoot any round available for which handicap allowance tables are available in this book.

8. Additional Tables

The additional tables in the handicap document online give the scores expected at each handicap rating and distance for:

- (a) Two dozen arrows shot at a 122cm face using 5-zone scoring.
- (b) Three dozen arrows shot at a 122cm face using metric scoring.
- (c) Three dozen arrows shot at an 80cm face using metric scoring.

9. Additional Information

For more information on the handicap scheme, including details of the mathematics behind it please see the Archery GB website.