

WEST VIRGINIA

DNR



Qualifying/Tournament Guide

ARCHERY IN THE SCHOOLS COORDINATOR
CHRIS SCRAGGS

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- 1) When submitting scores for qualification you must have a Local Tournament Verification Form forms are found on NASP the DNR website or you can email coordinator to receive one.

2) Include a copy of your scores from the Local Tournament. (Copy of score cards or copy of flight in full, must be able to look at each shot taken.)

[illegible]

- 3) All student scores must be submitted from the same tournament.
- 4) Scores must be submitted from one tournament/school shoot only. Scores combined from numerous events are strictly prohibited.
- 5) You are responsible for inputting your scores on nasptournaments.org (Remember to finalize your submission on the NASP website before the registration period closes)
- 6) Make sure all forms have the needed signatures before submitting.
- 7) If a student (or students) is absent from the qualifying event you choose for score submission, you may put them on your roster with a score of "0". Under no circumstance may you use the absent students' score from another event. This is strictly prohibited. Any team found breaking this rule will be immediately disqualified.
- 8) Try to have all forms and copies of scorecards emailed to coordinator before deadline. Submissions after deadline will not be accepted and you will not be able to register for tournament.

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Elk Elementary Center
 Mayeville-Union Tigers
 Petenstown Elementary
 Hurricane Town Elementary
 Bridge/Cleaveland Elementary
 West Rays Elementary
 Conner Street Elementary

[illegible]

Tournament Registration

- 1) After qualifying results are known those teams and individuals on the list that was emailed out may register for the State Tournament.
- 2) Go to the NASP Tournament page: There you will find 2 registration periods: A preregistration period and a regular registration period.

2022 WVDNR Archery in Schools State Tournament
Land-Based Tournament

Results & Info

The tournament has been completed.

Tournament Date 3/26/2022

Charleston Coliseum & Convention Center
200 Civic Center Dr,
Charleston, WV , WV 25301
[Google Directions](#)

Important Dates Registration Times are Eastern Time Zone
→ Preregistration Period: 3/4/2022 8:00:00 AM - 3/9/2022 5:00:00 PM
→ Normal Registration (Flight Selection) Period: 3/10/2022 8:00:00 AM - 3/16/2022 5:00:00 PM
Drop By Date: 3/16/2022 5:00:00 PM (Archers/Flight Positions Cannot Be Reduced After This Date/Time)
Tournament Date: 3/26/2022
Registration Dates Explained

Contact Info:

General Information
Entry Fee: \$8.00 Per Archer

- 3) During the registration period coaches can schedule their teams/individual archers for their flight times.
- 4) Pay close attention during the registration process. Coaches be sure to correctly put in all your archers and include their shirt sizes on the given section of the registration process. (This information is needed for the coordinator to prepare your packets for the tournament)
- 5) If shirt sizes are not indicated on the tournament registration page an email will be sent out from the coordinator asking for each school's needed sizes for tournament shirts.
- 6) If no sizes for tournament shirts are received coaches will have to receive shirts on the day of the tournament. (Shirts are limited and ordered in advance of tournament so by waiting until tournament day you could be left with the wrong sizes for your archers or no shirts at all)
- 7) Once coaches have entered their roster, selected and assigned flights and created an invoice payment please review before finalizing. Your screen should look like the below example:

<p>This registration has been finalized and locked. This registration cannot be unlocked because participant data has been downloaded.</p>	Group Configuration	Done ✓
	Coach Contact Info	Done ✓
	Roster	Done ✓
	Select Flights	Done ✓
	Assign Selected Flights	Done ✓
	Payment	Done ✓
	Finalize Registration	Done ✓

- 8) If you do not finish finalizing your registration or placing your archers in flights once the registration period closes those archers will be placed into open flight positions by the system.

Payments/Invoices

- 1) After finalizing your registration, you will have a fee to pay for each archer on your roster

Payments / Invoices Screen

Total Donation	\$0.00
Total Registration	\$8.00
Total For Group	\$8.00
Mail-In Invoices Pending	\$8.00
Invoices Due On-Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding/Open	\$0.00

Notice: There is no amount outstanding for this tournament roster. If an invoice payment has been created, it will not be considered completed until received.

- 2) Next you will want to pay your registration fee. You can do this by mailing a check to:
- WVDNR Wildlife Resource Section
324 4th Ave. Room 301
South Charleston, WV 25303
- 3) If you cannot mail a check into the WVDNR offices, you can pay your fee the day of the tournament with either a check or exact cash (The WVDNR does not have cash on hand to make change during the tournament).

- 4) When filling out your check to make the process smoother please include in the MEMO Line your school's name (This is extra helpful when a personal check is being used)

John Smith
Anytown USA

72 $\frac{456}{739}$ 1183

DATE _____

PAY TO THE ORDER OF _____ \$ _____

BANK Bank 1st
Member F.D.I.C.
PO Box 230-110 N/Ville
West Union, Iowa

DOLLARS

MEMO _____

1073904560 011 111 11 1183

School Name Here

- 5) Once payment is received and verified your outstanding fee will be cleared.
- 6) If you need a receipt, you can receive one at the registration desk the day of the tournament. When you check in just let the person attending the registration desk know you need a receipt, they will check our record to see if we had received your payment when confirmed you will be handed your receipt.

DATE: 3/26/2022

Receipt No. _____

Check: _____

Cash: _____

Received From: _____

Division: _____

Total Archer: _____

Receipt Amt: \$ _____

For: 2022 WV Archery in the Schools State Tournament

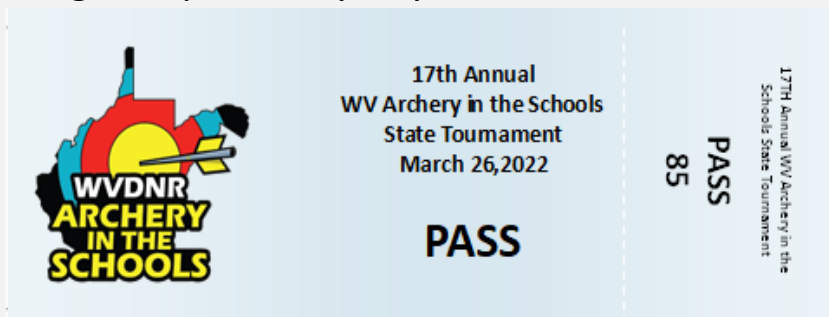
Received by: _____

receipt example

Tournament Day

- 1) Coaches who need to substitute an archer.
 - a) Contact coordinator immediately and changes can be made (we suggest doing this instead of waiting till you arrive at the tournament because it will slow down the registration process and result in score cards being incorrect and not having a shirt available.)
 - b) Waiting until tournament day to substitute archers means physical score cards need to be updated by the coach. Depending on your flight time the score room may not be able to update the tournament roster in time due to them processing score cards.
 - c) Remember if you do not let us know of changes to your team roster this could cause delays, wrong scoring, and errors to our system on the day of the tournament.
- 2) On the day of the tournament coaches be sure to arrive at least an hour before your scheduled flight time. This will allow enough time for you to check in with registration, pay fee (if needed), collect prepackaged shirts, and make changes to roster if needed.

- 3) While waiting for your flight please wait in a designated area. This will be indicated with signs or relayed to you by the coordinator or staff at registration.
- 4) While waiting on your flight please keep in mind these simple rules:
 - a) All equipment must be under the supervision of the coach.
 - b) Unsecured arrows are strictly prohibited outside of the range area (Arrows are not allowed in hallways, registration, or spectator area, teams/archers with unsecure arrows off range maybe disqualified)
 - c) Archers are required to hold their arrows with both hands (cradle position) when returning arrows to quiver.
 - d) Archers are not to load their own quivers (Coaches please remember this is your responsibility and we ask you to do this for safety reasons)
- 5) To prevent too many people on the range only BAI certified instructors are given a coach's pass. This pass will be numbered and assigned specifically to you and "Can Not" be used by anyone else.



- 6) Archers will score and verify each other's score cards.
- 7) Score cards will then be collected and given to the score room.
 - a) Only authorized DNR staff and volunteers are allowed in the score room.
 - b) If you attempt to enter the score room without permission from the coordinator or other designated staff member this could result in disqualification from tournament.
- 8) Once score cards are processed the scores will be uploaded to the NASP Tournament website. A printed version will also be available at the registration desk.
- 9) If you have a question about or feel the score recorded for your archer or archers is incorrect:
 - a) Check-in with the registration table
 - b) The coordinator will review score with officials in score room.
 - c) If an error is found it will be corrected
 - d) Coaches all score disputes must be brought to our attention prior to the awards ceremony.
- 10) Things to remember before you dispute your archer's score:
 - a) Range officials do not score archers during tournament.
 - b) Archers score themselves
 - c) Scores are verified by signature by both archers

- 11) Once your school has concluded shooting:
 - a) Place all equipment (bow, arrows, etc.) back into their case.
 - b) Do not leave range area with unsecured equipment (no arrows in hands) Schools found with unsecured arrows off the range maybe disqualified.
 - c) You can stay at the tournament venue after your flight, but you need to make your way off the range and into the spectator's area,
 - d) Only those schools shooting at the given time slot should be on the range.

Awards Ceremony

- 1) Once the last arrow of the tournament has been shot preparations begin for the awards ceremony.
- 2) During this time all coaches and archers will be asked to leave the range for a short time as setup for the awards ceremony takes place.
- 3) Remember to be listening for announcements by either the MC or Range Officials.

- 4) These announcements will contain important information including the following:
 - a) Updates on awards ceremony time
 - b) Updates for coaches/archers
 - c) Updates for staff/volunteers

- 5) When the awards ceremony begins coaches stand with your archer/team and pay attention to announcer.

- 6) If your archer/team receive an award:
 - a) Make your way to the designated area:
 - i. Usually in front of Archery in the Schools or WVDNR signage.
 - ii. Infront of this sign your archer will be handed their plaque/trophy/medal. This will give family or others time to take a photo.
 - iii. After accepting their award your archer/team can make their way to a second area near targets to have their photo taken by our staff. (A link to these photos will be sent to all coaches a short time after the tournament)

- 7) Once all awards have been presented and photos taken, please make your way off the range so crews can begin to break down tournament equipment.

- 8) If one of your archers received an award that was damaged or had an incorrect placement/division/gender, please send an email to the Archery in the Schools coordinator. A replacement will be ordered and sent to address you provide.
 - a) Allow several weeks to receive the replacement award
 - b) An email will be sent informing you of when award is shipped to address provided
- 9) If you are a coach that has spoken to our volunteer groups about receiving targets from the tournament, keep the following in mind:
 - a) Each organization receives a set number of targets and will not be given extra.
 - b) You can only receive targets from one organization (targets cannot be claimed by one school only)
 - c) Targets will not be available until after awards ceremony and range area has been cleared.
 - d) Coordinate with volunteer organization about pick-up and transportation of targets.
 - e) No vehicle besides WVDNR vehicles are allowed inside the tournament facility (decide on an area outside of venue with volunteer organization where targets can be handed off to you)

Post Tournament

1) Results from tournament:

- a) First given during awards ceremony
- b) Formalized and emailed to coaches a few days after tournament
- c) NASP tournament site (updated during tournament)
- d) WVDNR website (days following tournament)

2) Does your team/archer qualify for Nationals:

- a) Check NASP website for National Tournament qualifying rules.
- b) State coordinator will email coaches a few days after tournament with qualifying information.

3) Tournament merchandise:

- a) Tournament shirts are available “only” for archers and coaches.
- b) Tournament merchandise is not for sale to public
- c) Once tournament has concluded no merchandise is available at WVDNR
- d) All shirt exchanges or missing shirt requests must be done at the tournament before the awards ceremony and tournament concludes.