

## FCA Event Registration Instructions and Procedures

The Federation of Canadian Archers thanks your club and volunteers for the organization and running of sanctioned FCA events. Without your support and effort, target archery would not exist.

Each time a sanctioned event takes place, whether registered nationally or internationally, a group of dedicated FCA volunteers goes to work at the federal level. These volunteers need your co-operation to ensure their jobs run smoothly, e.g. awarding national records, awarding FITA Star pins, monitoring athlete results.

In order to assist these volunteers, FCA has prepared the following information for your convenience. Everything you will need to host any Indoor events that can be registered with the FCA is explained below and all forms are available online at <http://www.fca.ca/forms/formspage.html>.

### REPORTING PROCEDURES (Details below)

Step		Procedure	Note
1	Register the Event	Complete and submit the FCA Tournament Registration Template and submit prepayment.	Quebec clubs contact FTAQ to register events and make payments.
2	Submit Control Sheets	DOS completes Control Sheet and Head Judge submits to the FCA Judge Chairperson.	For Indoor or Outdoor Target events only.
3	Submit Outdoor Tournament Report	DOS completes Report and Head Judge submits to the FCA Judge Chairperson.	Outdoor Tournaments only.
4	Submit Results	Organizer compiles results and submits them to the FCA office and FCA Webmaster	Use the Excel reporting template if possible.
5	Judge's Report	Completed by the Head Judge and sent to the FCA Judge Chairperson	
6	Score Cards	One copy given to the archers and one copy is sent to the FCA office by the Organizers.	Ensure cards are signed and completed.

### **1. REGISTERING AN EVENT WITH THE FCA AND/OR FITA**

Registering an event with the FCA ensures that any Canadian records shot at the event can be recognized, and scores may be used for Excellence ranking, team selection, etc. Registering events with FITA enables archers to claim FITA Stars (for FITA Outdoor round) and World Records shot at the event. Note that

Note the following FCA rules:

- Rule 4.10.1; "To be recognized by the FCA, an event must be registered with the FCA at least 30 days in advance of the tournament start date. An event is not considered registered until the registration fee for the event is received by the FCA. To be eligible for registration, organizers must be able to accommodate at least ten archers and the event must be judged by a provincial (or higher) level judge."
- Rule 4.10.4; "The results of events registered with the FCA will be re cognized only if at least three athletes compete." See Rule 4.10 for more details.

To register events with FITA, the same procedure applies but registration is required 60 days in advance.

It is recommended that you use "FCA Tournament Registration Template" located on the Forms page of the FCA website. Along with the date(s) and times of the event, a contact person's email address or phone number is required.

Registration requests must include:

- Name of the event (if any)
- Location of the event
- Round(s) to be registered
- Head Judge's name (if known)
- Organizer contact name

Registration costs are as follows:

TYPE OF TOURNAMENT	FEE	GST	COST/ROUND	DEADLINE
Internationally-sanctioned (FITA)				
FITA 18M (FITA)	\$40.00	\$2.40	\$42.40	60 days before
FITA 25M (FITA)	\$40.00	\$2.40	\$42.40	60 days before
FITA 1440 (FITA)	\$40.00	\$2.40	\$42.40	60 days before
70M round (FITA)	\$40.00	\$2.40	\$42.40	60 days before
Nationally-sanctioned (FCA)				
FITA 18M (FCA)	\$15.00	\$0.90	\$15.90	30 days before
FITA 25M (FCA)	\$15.00	\$0.90	\$15.09	30 days before
CDN 900 (FCA)	\$25.00	\$1.50	\$26.75	30 days before
CDN 1200 (FCA)	\$25.00	\$1.50	\$26.50	30 days before
CDN FITA (FCA)	\$25.00	\$1.50	\$26.50	30 days before
FITA FIELD (FCA)	\$25.00	\$1.50	\$26.50	30 days before
70M round (FCA)	\$25.00	\$1.50	\$26.50	30 days before
CDN 3D (FCA)	\$25.00	\$1.50	\$26.50	30 days before

## 2. CONTROL REPORT SHEETS

A Control Report Sheets must be completed by the Director of Shooting for all FCA Registered Indoor and Outdoor Target rounds. These are available for download from the Forms link on the FCA web site at <http://www.fca.ca/forms/formspage.html>.. At the conclusion of the round, the Control Sheet is given to the Head Judge for the event and he/she will submit them to the for the FCA Judge Chairman.

## 3. TOURNAMENT REPORT (OUTDOOR TARGET)

The Director of Shooting should complete this form and give it to the Head Judge to be submitted with the Control Report Sheet. This form is available from the Forms page on the FCA web site at <http://www.fca.ca/forms/formspage.html>..

## 4. RESULTS

The Organizer of a registered FCA event must send a Results Sheet to the FCA office no later than 10 days after the event. The best and easiest way to report most results (except a CDE) is to use the Excel spreadsheet available from the "FCA Score Reporting Template" link on the "Forms" page of the FCA website. This spreadsheet allows you to use a master list of archers, their FCA numbers and categories to avoid having to reenter this information manually for each event. The spreadsheet allows for easy emailing of the results to the FCA office and the FCA webmaster. The use of this spreadsheet is strongly encouraged and will make reporting much easier for you and the FCA office. The spreadsheet is on the FCA web site Forms page at <http://www.fca.ca/forms/formspage.html>..

If you cannot use the Excel spreadsheet, you may complete the FCA Tournament Results Sheets, also available from the forms page of the FCA web site Forms page.

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## **5. JUDGE'S REPORT**

It is the Head Judge's responsibility to ensure that a full report is sent to the FCA NO LATER THAN 10 DAYS after the event. Judges may send these reports directly to the FCA Judge Chairperson or to the FCA national office. All the information must be filled out clearly and legibly. The form is on the FCA web site Forms page at <http://www.fca.ca/forms/formspage.html>.

## **6. SCORE CARDS**

Standard score cards are available for all FCA rounds on the Forms page of the FCA web site. They include a place for all the scoring information needed for each round. One of the score cards for each archer must be included with the Results Sheet sent to the FCA. This is the Organizers responsibility. It is recommended that you use the standard scorecards provided on the FCA web site Forms page at <http://www.fca.ca/forms/formspage.html>.

If your club should choose to create its own version of these cards, please ensure that all the information shown on each card has been included.

Scorecards should be properly signed and completed. Most of the cards do not provide a place of a count of Xs, tens, nines and fives for tie breaking since generally these counts are not required unless there are awards and it is necessary to break ties. In these cases the organizers can simply do the count.

## **CLAIMING RECORDS OR USING SCORES FOR RANKING**

It is the archer's responsibility to send photocopied, signed and witnessed score cards to the FCA volunteers responsible for these programmes. A request for a record must clearly specify:

- which record is being claimed including the age, sex, equipment, and distance (or total).
- name and address of the archer
- FCA number of the archer
- date and location of the round

All the scorecard information must be filled out clearly and legibly on the score card. Incomplete score cards will not be accepted.

Athletes may send their record requests and score cards, directly to the volunteer responsible or to the FCA national office. All requests for records must be received NO LATER THAN 30 DAYS after the event. Archers wishing to claim national or international records are advised to have the score cards initialed by a judge. *[Note that World Records must be claimed within 10 days of the tournament and must be processed through the FCA.]*

## **FITA STARS**

If an archer wishes to claim a FITA Star pin for a score, he/she must complete the FITA Star Award Pin Application Form. This form is available for download from the "FITA Stars" link on the FCA web site at <http://www.fca.ca/fitastars/fitastarpage.html>. The form along with the score card must be sent to the FITA Star Coordinator as indicated on the form.

Only one FITA Star may be claimed per score card.