

Hosting an Iowa Invitational League Tournament

1. Secure location to host the tournament.
 - a. Ensure date is during the League Season
2. Be sure to have your administrative side of things taken care of:
 - a. School approval
 - b. Where will payment be sent to or collected on site or both
 - c. Equipment lined up (extra nets, targets, bows, floor quivers, etc.)
 - d. Awards (if you decide to hand them out)
 - e. Secure an Apperson® 1200 scanner
 - f. Check with DNR if checkout trailer or checkout scanner is available
3. Decide how many targets your gym can be set up with according to NASP standards
4. Decide how many flights you want to have. This will give you the number of archers in the tournament (2archers per target X # of Flights) plan on one hour per flight
5. After you secure your date and admin info list your tournament at: www.nasptournaments.org and NASP_Pro.accdb software
 - a. Be as thorough as possible with directions, cost, times, food availability, etc.
6. Recruit volunteers
 - a. A minimum of 1 lane judge per 5 targets.
 - b. Lane Judges are adults and non- students.
 - c. The Range Master can count as one of the lane judges if they are also working the targets while students are scoring.
 - d. All Lane Judges and Range Masters must watch the lane Official Training video at naspschools.org/resources
 - e. Score room
 - f. Concessions workers
7. Order your official scorecards at www.archeryintheschools.org (one per archer but a few extra would be a good idea)
8. Order paper face targets www.morrelltargets.com/
 - i. 80Cm FITA Faces. Paper targets are replaced at least every other flight or if requested by an archer prior to the beginning of a flight.
9. Order awards (if you decided to give awards)
10. Make sure your scoring software works two weeks prior to your event and follow the directions you received when listing your tournament
11. Download the flight rosters the day before the tournament on the computer you will use for scoring
12. Set up the gym according to NASP standards for tournaments
 - a. Lanes are 5 feet wide and centers clearly marked on the shooting lines.
 - b. 2 quivers per target
 - c. Target line, shooting lines and waiting lines must be present and properly spaced.

13. Make sure each target has 2 archers from different schools when possible.
 - a. If both archers at a target are from the same school, a lane judge will score the target.
 - b. If only one archer is at a target, the lane judge will score the target.
 - c. If both archers at a target are from the same school or there is only archer at a target, the lane judge cannot be affiliated with the school the archer attends.
 - d. The intent is to maintain the integrity of the tournaments.
14. Run the tournament, and have fun!
15. Email scores to NASP to be posted on the results page
16. Ensure all scores are posted
17. Pay \$1 per archer (who shoots) to NASP. A printable invoice will be available online after scores are uploaded.