

East Midlands Archery Society



EMAS TOURNAMENT ADVISOR JOB DESCRIPTION.

The Tournament Advisor (T.A.) must ensure that Record Status applications for EMAS shoots are sent to Archery GB well before the six months deadline, to enable early advertising in Archery UK.

Cheques are obtained by the T.A. from the Regional Treasurer for various denominations as applicable, to be sent with the Record Status Tournament Documentation applications to Archery GB.

Therefore, it is helpful to know and maintain good relationships with the County Secretaries and Tournament Organisers, to ensure the necessary information regarding venues etc. is received in sufficient time.

The T.A. is responsible for ensuring that EMAS Tournament Folders containing current documentation and advice are with the Tournament Organisers in good time prior to each event. There should be a folder for each EMAS event.

EMAS Tournaments:

EMAS Outdoor Championships and Open shoot (3rd Sunday in June)
EMAS Junior Inter-counties (Sydney Bond) (4th Sunday in July)
EMAS Senior Inter-counties (Thoresby Trophy shoot) (1st Sunday in September)
EMAS Clout Championships & open (4th Sunday in October)
EMAS Indoor Championships & open (3rd Sunday in November)
EMAS Regional Inter-counties Team Clout (4th Sunday in March)

On its return, the T.A. checks that all the necessary paperwork has been included and completed. Should there be any queries, these are referred back to the T.O. for resolution. The T.A. then ensures that copies of the Entry Form, results etc are retained in the appropriate files for EMAS records. The T.O.'s folder is then updated and made ready for the next year.

There are a number of other World Record Status shoots held within the region, these require the regions endorsement. They incur an administration fee of £25.00 for an outdoor shoot and £15.00 for an indoor shoot, the collection of these administration fees and forwarding them to the EMAS Treasurer. In the past some of these shoots have been hosted as part of the EMAS calendar but have now evolved to being the host clubs tournaments but they still use the EMAS logo, in these cases if they still make EMAS awards they can purchase the medals required from EMAS on a sale/return basis.

The top four Lady and Gentlemen recurve and top two Lady and Gentleman compound archers from the Regional Championships, are invited to shoot each year at Burnham, by the Secretary of the Royal Tox. Their names and addresses are recorded by the T.A. from the results, to enable them to receive their invitations from the Tox. The request normally arrives in January.

The EMAS medals, cloth and flag are kept by the T.A., and should be made available for every EMAS shoot.

The T.A. prepares reports for EMAS general meetings and a yearly report for the AGM.

Claims for T.A.'s expenses should be made quarterly to the Regional Treasurer. A cash float is available, if required.

An honorarium of £200 is payable for this role, payable in arrears at each AGM.

November 2012

Tournament Adviser @ EMAS

The role would suit someone with an interest and some knowledge of records status tournament organisation and has a few hours a week to devote to administration duties.

The work is very cyclical as the tournament timetable is dominated by the '6 month rule':- the need to have record status applications safely deposited with the GNAS office at least 6 months before the event date. In effect this means that most of the advance work is done during the winter months; ready for the outdoor season.

If you have a few hours to spend and sufficient storage for the tournament archives (currently 2 'crates worth' of lever arch files) then the role of EMAS TA is the one for you. Access to email and the internet would also be useful.

To reflect the important nature of this role, it attracts an honorarium of £200 per year (payable in arrears at each AGM) and has the use of a £100 cash float to cover expenses incurred.

If you are interested please speak to the EMAS Secretary for more information.