



Trinidad and Tobago Target Archery Federation

Framework for the Development and Conduct
of Archery in Trinidad and Tobago

Version 3: February 2017

Introduction

The Trinidad and Tobago Target Archery Federation (TTTAF) has developed this framework to guide the conduct of its member clubs and associations involved in the sport of archery. It discusses the following and seeks to standardize this across all member clubs and associations.

1 The structure of the archery club:

- 1.1 Safety, Health and Security
- 1.2 Executive and Management
- 1.3 The Field of Play
- 1.4 Equipment
- 1.5 Coaching
- 1.6 Judging

2 Development programs:

- 2.1 Beginner
- 2.2 Intermediate
- 2.3 Senior
- 2.4 Grading (or ranking) of archers

3 Finance:

- 3.1 Club fees
- 3.2 Federation's financial support to clubs
- 3.3 Subvention
- 3.4 Accounting

4 Reporting:

- 4.1 Membership
- 4.2 Equipment
- 4.3 Coaching
- 4.4 Judging
- 4.5 Courses

5 Glossary

1 The structure of the archery club

Each club registered as a member of the TTTAF is expected to comply with the following, all of which should be dealt with in the club's constitution and by-laws.

1.1 Safety, Health and Security

The club should:

- a) appoint a range officer with responsibility for safety who must be on duty whenever shooting is in process.
- b) have a first-aid kit available at the Field of Play.
- c) Have contact information for medical assistance (ambulance, nearest hospital, etc.) displayed at the Field of Play.
- d) conduct training in range and archery safety for its members. e) ensure that all club equipment is properly secured when not in use.

1.2 Executive and Management

- a) The club's executive should, at a minimum, comprise of
 - i. A President
 - ii. A Vice-president
 - iii. A General Secretary
 - iv. A Treasure
- b) The names and contact information (mailing address, telephone number and email address) of the executive positions shown in (a) above are to be sent to the General Secretary of the TTTAF and changes advised within one month. (See Form 1 in the Appendix)
- c) The club's executive should meet at least once per quarter.
- d) Minutes of all executive meetings must be recorded and filed with the club secretary.
- e) Executive elections should be held at least once every four years.
- f) The club should keep an up-to-date record of its members, their rank and/or grade and any awards or violations received. This record must include the member's name, address, telephone & email contact and gender. (See Appendix 11 for a sample record.)

1.3 The Field of Play

- a) Archery is to be practiced **ONLY** on the field approved by the TTTAF.
- b) Shooting is to be **ONLY** in the direction approved by the TTTAF.
- c) The TTTAF Certificate of Approval must be posted in a prominent place on the said Field of Play (see Appendix 13 for a sample certificate).

1.4 Equipment

- a) Only archery equipment approval by World Archery are to be used on a TTTAF approved Field of Play.
- b) Bows and arrows are to be inspected regularly for any damage. c) Damaged equipment must be withdrawn from use immediately.
- d) Damaged equipment may be reintroduced into use after the appropriate repairs have been made.
- e) Clubs are responsible for the proper maintenance of all TTTAF equipment.

- f) Clubs are expected to purchase additional bows, arrows and target mats to meet their needs.
- g) Clubs are expected to purchase they own consumables: vanes, target faces, etc.

1.5 Coaching

- a) The club should:
 - i. have at least one certified coach.
 - ii. participate in coach training programs organized by the TTTAF or by a TTTAF approved organization. See Appendix 2 for an outline of the National Coach Training Program. See Appendix 14 for a sample of the Coach Certificate.
 - iii. encourage persons to become coaches.
 - iv. utilize only TTTAF accredited coaches.
- b) Clubs may also utilize coach assistants as they see fit. However, coach assistants must work under the guidance of a TTTAF accredited coach.

1.6 Judging

The club should:

- a) have at least one trained judge.
- b) participate in judge training programs organized by the TTTAF or by an approved organization.
- c) encourage persons to become judges.

2 Development programs:

Clubs should organize their training programs into three main areas; Beginner, Intermediate and Senior. They should establish a natural transition from one level to the next in order to retain talented archers.

The three levels are described here:

2.1 Beginner

- a) Persons new to archery would enter the Novice program in which they are taught the basics of the sport.
- b) Persons with some previous exposure to the sport would enter the Beginner program in which the basics are reinforced and developed.
- c) Specific guidelines are outlined in Appendix 3.

2.2 Intermediate

- a) Persons successful at the Novice/Beginner level would graduate to the Intermediate Level.
- b) Specific guidelines are outlined in Appendix 4.

2.3 Senior or Advanced

- a) Persons successful at the Intermediate level would graduate to the Senior Level.
- b) Specific guidelines are outlined in Appendix 5.

In addition, the TTTAF has introduced a Grading System to standardize the progression of the archer, encourage continued development in the sport and reward the archer at each stage of his/her development.

2.4 Grading (or ranking) of archers

- a) The club should adopt the TTTAF grading system.
- b) Beginner level archers may be awarded the Novice and Beginner grades.
- c) Intermediate level archers may be awarded the Archer grades.
- d) Senior level archers may be awarded the Master Archer and Grand Master Archer grades.
- e) Specific achievements are outlined in Appendix 6.
- f) Clubs should award the Novice and Archer levels. TTTAF will award Master Archer and Grand Master Archer levels.
- g) Grading shoots should be announced in the club at least three week in advance. h) Grading shoots are to be controlled by a National or Club Judge.
- i) TTTAF is to be informed of the results of a Grading shoot within one month using the form in Appendix 7.
- j) The TTTAF is to issue Grading Certificates (see Appendix 15 for a sample Archer Certificate) and the official Grade Tags (see Appendix 12 for a sample Grading Tag) within two weeks of receiving the Grading Results form (Appendix 7).
- k) Only TTTAF supplied Grading Certificates and Grade Tags are to be used.

3 Finance:

3.1 Club fees

- a) Clubs may charge membership fees at a level determined by them.
- b) Clubs may charge a fee for visiting or day members to allow, at their discretion, use of their archery range.
- c) Clubs may engage in such fund-raising ventures as they see fit. If any such venture involves shooting of arrows at a location not approval by TTTAF, TTTAF approval must be given prior to the event.

3.2 Federation's financial support to clubs

- a) The club may apply to the TTTAF for financial or other support for events that are open to all TTTAF members.

3.3 Subvention

- a) Clubs are to provide the TTTAF with an annual subvention request on the prescribed form (see Appendix 8).
- b) Club subventions are to reach the TTTAF on or before **June 30th** of each year.

3.4 Accounting

- a) Clubs should maintain proper accounts of all monies received and expended.

4 Reporting

Clubs are required to provide the TTTAF with annual reports on the prescribed form (see Appendix 9).

4.1 Membership

- a) Application for membership to a club should be on a preprinted form signed by the applicant or an authorized guardian. The form must contain an indemnity clause. See a sample in the Appendix 10.
- b) Clubs should maintain records of their members. See a sample record in Appendix 11.

4.2 Equipment

- a) Clubs are responsible for reporting damaged/out-of-use TTTAF equipment to the TTTAF in the annual report.

4.3 Coaching

- a) Clubs should maintain records of their coaches and ensure that their certification is valid (i.e. not expired).
- b) Coach statistics should be reported to the TTTAF in the annual report.

4.4 Judging

- a) Clubs should maintain records of their judges and ensure that their training is up-to-date.
- b) Judge statistics should be reported to the TTTAF in the annual report.

4.5 Courses

- a) Clubs should maintain records of courses conducted at their location. This record should include the names of the participants, the course level and the date.
- b) Course statistics should be reported to the TTTAF in the annual report.

5 Glossary

Field of Play: The area designated and approved for the shooting of arrows. This area consist of (1) a shooting line, (2) a waiting line, (3) an equipment line and (4) a drop zone behind the targets.

Subvention: A request for financial assistance from the Ministry of Sport.

Grading Tags: A 'tag' to be worn on the belt or quiver that indicates the archer's grade.

APPENDICIES

1. Club Executive Contact Information.
2. National Coach Training Program.
3. Guidelines for Beginner Training.
4. Guidelines for Intermediate Training.
5. Guidelines for Senior Training.
6. Qualifying for TTTAF Grading.
7. Grading Report Form.
8. Subvention Request.
9. Quarterly Return Form.
10. Sample Membership Application Form.
11. Member Record.
12. Sample Grading Tag
13. Sample Field of Play Certificate
14. Sample Coach Certificate
15. Sample Archer Certificate

Trinidad & Tobago Target Archery Federation

Club Executive Contact Information

Club Name: _____

President

Name	
Mailing Address	
Telephone	
eMail	

Vice President

Name	
Mailing Address	
Telephone	
eMail	

General Secretary

Name	
Mailing Address	
Telephone	
eMail	

Treasurer

Name	
Mailing Address	
Telephone	
eMail	

Trinidad & Tobago Target Archery Federation

National Coach Training Program

Level I

INTRODUCTION

This is a certification course for coaching archery. It is aimed at individuals who wish to commit to the discipline of coaching, which includes leadership and mentoring. A Level I coach would work with persons who are new to archery and it is therefore critical that a solid foundation be laid for later development.

The minimum age for students requires that participant must be in the year of their 18th birthday or above.

You will learn:

- ✓ how to set up and operate a safe short-term archery program,
- ✓ how to teach new archers,
- ✓ how to maintain program equipment,
- ✓ common shooting errors and correction.

Learning is enhanced with practical "drills & skills" and hands-on training with new archers.

Duration of course is 6 to 8 hours.

TTTAF membership is NOT required.

Level I Certification is valid for three years.

COURSE OUTLINE

1. Introduction

- a) Introduction of Staff & Participants
- b) Course outline

2. Orientation

- a) Introduction to Coaching
- b) Introduction to Archery
- c) Introduction to Archery Equipment
- d) Range Safety
- e) Equipment Safety
- f) Introduction to First Aid
- g) Communication Techniques – Basics
- h) Working with archers of the opposite sex i)
Introduction to World Anti-doping (WADA)

3. **Archer Activity,**
 - a) pre-shooting Drills (warm up exercises, etc)
 - b) Equipment Setup

4. **Archery Safety**
 - a) Review of the Safety/Orientation Class
 - b) Safety Rules and Procedures c)
Outdoor Archery Range Setups d)
Indoor Archery Range Setups

5. **The Steps of Shooting**
 - a) "Basic Steps "
Tens steps as outline in the FITA beginners Manual
 - b) ACTIVITY: Shooting Practice
Using Thera-tube

6. **Teaching a New Archer**
 - a) Determining Eye Dominance
 - b) Teaching the First Shots c)
POSITIVE approach
 - d) ACTIVITY: Coach & Pupil (New Archer)

7. **Developing Archery Skills**
 - a) Shooting Form Development
 - b) Coaching Positions
 - c) Form Development - Shooting Steps
 - d) ACTIVITY: Skills Development e)
Common shooting errors and correction

Also note that the following skills will be developed by participants on completion of the level I programme in preparation for the level II programme.

Help plan, arrange, lead & evaluate an archery activity. Set up venue and shooting equipment for a beginners session.

Prepare & equip beginners for shooting.

Demonstrate basic technique in both recurve and compound bows.

Guide participants to shoot using basic technique.

Improve beginners performance.

Communicate effectively with participants and other coaches.

Equipment knowledge required to teach basic archery (bows, arrows, strings etc).

Basic archery anatomy and the importance of good posture.

Emergency procedures.

The Trinidad and Tobago Target Archery Federation.

Trinidad & Tobago Target Archery Federation

Guidelines for Beginner Training

Novice Level

1. Warm up exercises and stretching.
2. Parts of the bow, arrow and other accessories.
3. Safety.
4. Equipment Setup.
5. The nine steps of shooting.

Beginner Level

1. Warm up exercises and stretching.
2. Parts of the bow, arrow and other accessories.
3. Safety.
4. Equipment Setup.
5. The nine steps of shooting. 6.

Scoring

Trinidad & Tobago Target Archery Federation

Guidelines for Intermediate Training

Archer 3rd Class:

1. Warm up exercises and stretching.
2. Safety.
3. Additional equipment (Stabilizer, plunger button, etc.)
4. Development of the Shot Sequence
5. Introduction to Bow tuning
6. Introduction to the Biomechanically Efficient Shooting Technique

Archer 2nd Class:

1. Introduction to Specific Physical Training
2. FITA rules (equipment)
3. Bow Tuning Techniques
4. Equipment Maintenance I
5. Safety
6. Biomechanically Efficient Shooting Technique I

Archer 1st Class:

1. Shooting and scoring a full FITA
2. Advance tuning techniques
3. Equipment Maintenance II
4. FITA rules governing particular discipline (Compound or Recurve)
5. Introduction to Team shooting
6. Fitness and endurance
7. Safety
8. Biomechanically Efficient Shooting Technique II

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Guidelines for Advance Training

Master Archer 3rd Class:

1. Shooting and scoring two (2) full FITAs in 12 months 1.
Sport Nutrition and Hydration
2. Introduction to sport psychology
3. Introduction to periodization planning and training
4. Fitness and endurance
5. Advanced Bow Tuning Techniques
6. Match Play
7. Team Shoot
8. 6 hours coaching assistance

Master Archer 2nd Class:

1. 2 FITAs within 6 months 2.
Sport Psychology I
3. Sports Nutrition I
4. Match Play
5. Team Shoot
6. Assist with club development 7.
12 hours coaching assistance

Master Archer 1st Class:

1. 2 consecutive FITAs within 6 months 2.
Sport Psychology II
3. Sports Nutrition II
4. Match Play
5. Team Shoot
6. Assist with club development
7. 18 hours coaching assistance

Grand Master Archer: 1.

- Performance Based 2.
Mentoring



THE TRINIDAD & TOBAGO TARGET ARCHERY FEDERATION

P.O. BOX 485, WRIGHTSON RD, PORT-OF-SPAIN, TRINIDAD. WEST INDIES.

Qualifying for TTTAF Grading

Rank	Arrows	Distance/Face (meters)	MALE		FEMALE	
			Score		Score	
			Recurve	Compound	Recurve	Compound
Novice Archer	Demonstrate knowledge of the safety rules Basic form and technique (Stance to loading evaluated) Archery Etiquette Archery Terminology 1 8 hours of practice		90	90	90	90
	36	15(80cm Face)				
Beginner Archer	Demonstrate basic knowledge of the rule (shooting & scoring) Introduction to equipment maintenance 12 hours of practice Archery Terminology 2 Introduction B.E.S.T method Stance to retrieve evaluated		210	240	210	240
	36	20, 30(80cm Face)				
Archer Third Class	Beginner Archer + Demonstrate knowledge of the rule (timing & penalties) Introduction to tuning techniques Equipment maintenance B.E.S.T Shooting Method 12 hours of practice		360	400	360	400
	36	30, 50(80cm Face)				
Archer Second Class	Archer Third Class + Demonstrate knowledge of the rule (equipment) Introduction to Full FITA Tuning techniques 2 Equipment Maintenance Sound understanding of archery safety rules 16 hours of practice Coaches Recommendation.		680	720	650	690
	36	30,50,60/70(regulation faces)				

Framework for Archery in Trinidad and Tobago

Rank	Arrows	Distance/Face (meters)	MALE		FEMALE	
			Score		Score	
			Recurve	Compound	Recurve	Compound
Archer First Class	Archer Second Class + Full FITA/ Double 50/70 Advance tuning Demonstrates a Dedication to Training Demonstrates sound understanding of equipment maintenance Demonstrates an understanding of bow tuning Sound understanding of rules governing particular discipline Demonstrates the ability to work with others 16 hours of practice Coaches Recommendation	1080	1100	1055	1075	
		540	550	528	538	
Master Archer Third Class	Archer 3 rd Class + 2 FITAs/ Double 50/70 within 12 months Bow tuning exam Team Shoot	1175	1250	1150	1225	
		588	625	575	613	
Master Archer Second Class	Master Archer 2 nd Class + 2 FITA's/ Double 50/70 within 6 months Sports Nutrition quiz	1250	1325	1225	1300	
		605	663	613	650	
Master Archer First Class	Master Archer 1 st Class + ▪ 2 FITA's/ Double 50/70 within 6 months ▪ Recommendation from a coach	1300	1375	1275	1350	
		650	687	638	675	
Grand Master Archer	Master Archer 1 st Class + ▪ 2 FITA's/ Double 50/70 within 6 months ▪ World Ranking of less than 70	1325	1395	1295	1370	
		662	700	648	685	

Note 1: All events must be shot under full FITA rules. FITA's must be controlled by a national or international judge.

Note 2: Clubs can award Novice, Beginner and Archer levels. TTTAF will award Master Archer levels.

Note 3: Tournaments where the above scores will be accepted are 1. International World Archery sanctioned tournaments. 2. TTTAF NRT tournaments and National Championships 3. Any other tournament approved by the TTTAF.

Trinidad & Tobago Target Archery Federation

CLUB GRADING RESULT FORM

Club: _____

Name: _____ st middle initial last fir

Grading Level: Novice Archer Beginner Archer
 Archer, 3rd Class Archer, 2nd Class Archer, 1st Class

Sex: Male Female **Bow Category:** Olympic Compound

Date of Grading: _____
dd/mm/yyyy

1. Compliance with coaching guide: Novice Archer and Beginner Archer (as per appendix 3)
 Archer, 3rd, 2nd, and 1st Class (as per appendix 4)

Skill Pass Fail
Knowledge Pass Fail

2. Qualifying scores:

Distance (meters)	Face Size (cm)	Number of Arrows	Score
TOTAL			

Required Total _____ Pass Fail

Examiner: _____ Print Name Signature

The candidate must pass ALL areas to qualify for the award.

Trinidad & Tobago Target Archery Federation

Subvention Request

Club Name: _____

Facilities

DESCRIPTION:
AMOUNT: TT\$
Supporting Documentation:

Equipment

DESCRIPTION:
AMOUNT: TT\$
Supporting Documentation:

Training

DESCRIPTION:
AMOUNT: TT\$
Supporting Documentation:

Other

DESCRIPTION:
AMOUNT: TT\$
Supporting Documentation:

Trinidad & Tobago Target Archery Federation

Annual Return Form

Club Name: _____ 20_____

Please provide the Total number for the following:

Membership

Members in good standing = _____ Male = _____ Female = _____

Youth (under 18yrs) = _____

Equipment

(TTTAF only)

(Club only)

Bows in good condition = _____

Arrows in good condition = _____ dozen _____ dozen

Arrows requiring repair = _____

Target matts in good condition = _____

Coaching *(specify the number of accredited coaches)*

Total active accredited coaches = _____ Total active coach's assistants = _____

Judging

Total active judges = _____

Courses:

Beginner courses this period = _____ Number of students = _____

Male = _____ Female = _____ Youth (under 18yrs) = _____

Intermediate courses this period = _____ Number of students = _____

Male = _____ Female = _____ Youth (under 18yrs) = _____

Advanced courses this period = _____ Number of students = _____

Male = _____ Female = _____ Youth (under 18yrs) = _____

Trinidad & Tobago Target Archery Federation

Sample Membership Application Form

MEMBERSHIP APPLICATION / RENEWAL FORM

First Name		Company Name	
Last Name		Occupation	
Address		Address	
Town/City		Town/City	
Home Phone		Work Phone	
Cell Phone		Extension	
Home e-mail		Work e-mail	
Date of Birth			
Male [] Female []		Compound [] Recurve []	

Membership Fee : \$***** per year
 Range Fee : \$***** per year

<p>YOUTH PARENTS CONSENT AND RELEASE</p> <p>I, _____ in consideration of the <small>(Parent or Legal Guardian)</small> Trinidad and Tobago Target Archery Federation permitting _____ <small>(Name of Youth Member)</small> to participate in its Archery Program do hereby consent to such participation and in the event of injury or accident do hereby discharge and absolve the Trinidad and Tobago Target Archery Federation and its member clubs executives and officials from any and all liability and responsibility.</p> <p>Print Name _____</p> <p>Date _____</p> <p>Signature _____ <small>(Parent or Legal Guardian)</small></p>	<p>ADULT MEMBER CONSENT AND RELEASE</p> <p>I, _____ in consideration of the <small>(Name of Member)</small> Trinidad and Tobago Target Archery Federation permitting me to participate in its Archery Program do hereby consent to such participation and in the event of injury or accident do hereby discharge and absolve the Trinidad and Tobago Target Archery Federation and its member clubs executives and officials from any and all liability and responsibility.</p> <p>Print Name _____</p> <p>Date _____</p> <p>Signature _____</p>
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Trinidad & Tobago Target Archery Federation

Member Record

<type Club Name here>

Archer's Name: _____

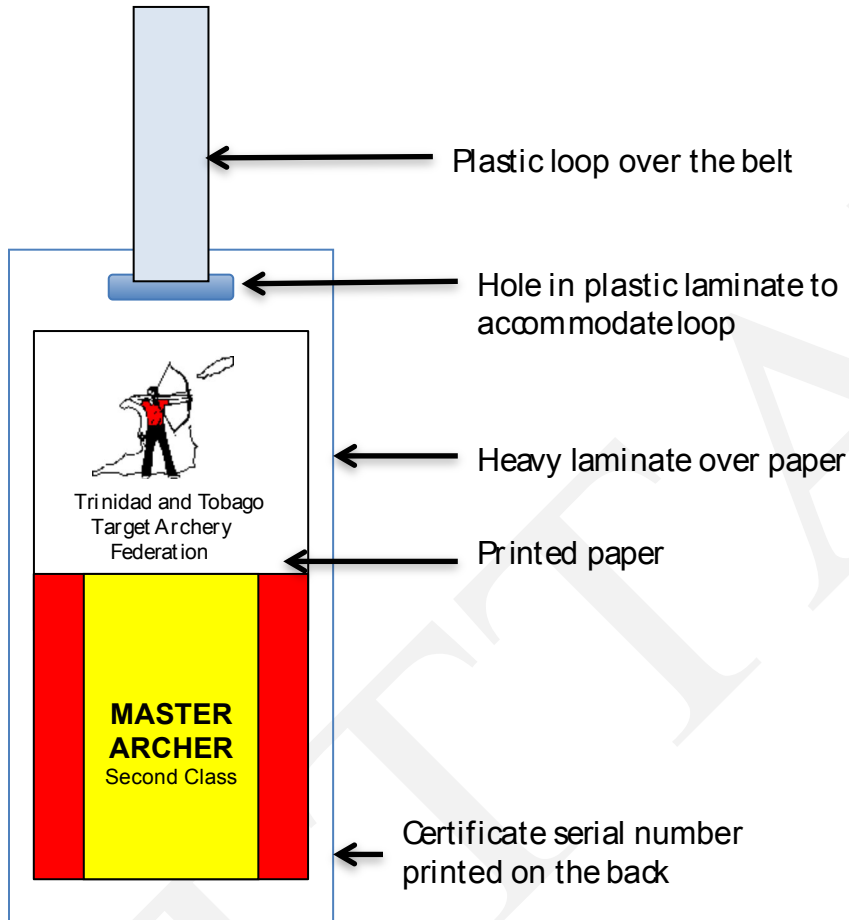
First Name Middle Name Last Name

Archer's History

Event	Date (dd/mm/yyyy)	Performance/Award

Trinidad & Tobago Target Archery Federation

Sample Grading Tag



Trinidad & Tobago Target Archery Federation

Sample Field of Play Certificate

Trinidad & Tobago Target Archery Federation

Field of Play Certificate

This certifies that the Trinidad and Tobago Target Archery Federation has inspected the practice area of the

<<ABC ARCHERY CLUB>>

located at 123 Main Road, Bowtown, and has approved it as an appropriate Field of Play for the shooting of arrows in a direction seventeen degrees west of north plus or minus three degrees and an arrow elevation of below twenty-five degrees.



President

Secretary General



*The Certificate expires on
December 31st, 2012*

Trinidad & Tobago Target Archery Federation

Sample Coach Certificate

Trinidad & Tobago Target Archery Federation

It is certified that

John Coach

*has participated in our Coaching Training Program
and is hereby awarded the title of*

Level 1 Club Coach

*In testimony thereof we have affixed our signatures
this 4th day of July, 2012.*



President

Secretary General

SEAL of
the
TTTAF

Trinidad & Tobago Target Archery Federation

Sample Archer Certificate

Trinidad & Tobago Target Archery Federation

It is certified that

John Archer

*has participated in our archery training program
and has attained the rank of*



*In testimony thereof we have affixed our
signaturesthis 4th day of July, 2012.*



President

Secretary General

SEAL of
the
TTTAF

Trinidad & Tobago Target Archery Federation

Sample Judge Certificate

Trinidad & Tobago Target Archery Federation

It is certified that

John Judge

*has participated in our judging Training Program
and is hereby awarded the title of*

National Judge

*In testimony thereof we have affixed our
signaturesthis 4th day of July, 2012.*



President

Secretary General



*The Certificate expires on
December 31st, 2014*