

The Alberta Winter Games

Archery Zone Representative Information Package

Job Description

The primary job of the Zone Representative (Zone Rep) for each zone is to organize an Archery Canada 300 round that serves as the team trials and collect and forward completed paperwork from the team members. You may also be asked to reach out to your archery community to solicit a Team Coach and Manager if Volunteers have not already come forward. The Zone Rep may also start organizing team uniforms for athletes, coaches and managers for the zone.

Zone Representatives must obtain a Criminal Record Check and Vulnerable Sector Check when accepting the role. The results of this check must be provided to the Provincial Sport Coordinator as soon as they are received.

Roles and Responsibilities include:

- Work with the Alberta Sport and Provincial Sport Coordinator to ensure Games activities are well publicized, conducted safely and fairly, and held within established deadlines.
- Act as a representative of Archery Alberta and liaise with the Provincial Sport Coordinator.
- Develop a list of contact persons or clubs throughout the Zone and stay in communication with them regarding Games events like trials or extra training.
- Work with the Provincial Sport Coordinator to plan playoff/selection competition format, including:
 - Select communities to host playoff/selection competitions;
 - Determine playoff/selection dates;
 - Prepare and mail out of playoff/selection information to local clubs, Archery Alberta and the Provincial Sport Coordinator;
 - Prepare and distribute any required registration information;
 - Ensure the necessary logistics for trials events which may include preparation of facility, equipment and officials on the date of the event.
 - Assist with the creation of team uniforms.
- Work with the Alberta Sport in promoting the Games playoff/selection activities or clinics, distributing information and communicating with the media. Promotion should be ongoing among the Zone sport representatives, Archery Alberta and the Alberta Sport.

- Provide technical knowledge on their sport.
- Follow establish a procedure for handling of protests or appeals at Zone playoff/selections.
- Ensure qualifying participants and coaches in the Games are properly registered with Archery Canada (prior to Zone trials).
- Assist the Provincial Sport Coordinator and Alberta Sport in notifying participants of necessary Games information (transportation, accommodation, schedules, etc.).
- Provide an evaluation and recommendations to the Provincial Sport Coordinator.
- Help identify talented athletes and provide names of outstanding athletes to the Alberta Archery or the Alberta Sport.

Zone Sport Representatives are not automatically eligible to attend the Games. To do so, they must be registered and approved by the Archery Alberta and the Provincial Sport Chair as a major technical official or as a Zone coach/chaperone.

Funding Information

Alberta Sport may give up to \$500.00 in funding to offset the costs of the team trials and team training, however these funds are not available until after the Alberta Games has been completed and the amount can vary. Each Zone is responsible for their own fundraising and fees to cover team trials costs, team uniforms and any extra team practices and expenses. Financial support may be available from Archery Alberta but must be pre-approved as a reimbursable expense before spending. All grant money will be forwarded to the Zone Representative when received by Archery Alberta.

A suggested to-do list is set out below in the order in which you should consider doing these tasks. This is not an all-encompassing to-do list but is merely a guide to get you started and help you understand your role.

To Do List

- Pick a date for your Zone trials that accords with the Archery Technical Package and ensure it is published on the Alberta Winter Games website. There is always a deadline that trials must be completed by. Visit the Alberta Games [website](#) , find the applicable year, from the drop down menu select Sport Information, select the link for Archery Technical Rules to get a copy of the technical package. Your Provincial Sport Coordinator will advise you of any deadlines you must be aware of.

- ❑ Arrange for a facility for trials. Ideally you will want to work with a local range to hold your trials but sometimes schools and community halls can be used. If you are using a location that is not already an archery range you will need to coordinate target butts, safety nets and any other required supplies. You may also want to contact the Archery Alberta's Judge's Chair and see if a Judge can inspect the facility **prior** to trials to make sure that the venue meets all requirements.
- ❑ Contact Archery Alberta's Judge's Chair and advise your location, date and time of trials so that a Judge can be provided. Our Team Trials are not registered, but a Judge is required to ensure that all arrow calls and disputes are handled by experienced Judges.
- ❑ Order legal single and three face targets. You can do this through local archery ranges. If you are having a hard time tracking some down you can contact Archery Alberta's Provincial Sport Coordinator and they will help track some down.
- ❑ Create posters advertising the trials event and send them out to as many local clubs (that are a part of your zone) and you can get in touch with. Advertising in local sporting goods shops, schools and community buildings (like libraries and YMCA's) is also a good idea. Provide a copy of your event poster to the Archery Alberta and it will be loaded to their website and advertised on Facebook. If you have an opportunity to visit local clubs and active junior programs to give information directly participants do so. Participation numbers talk so the more athletes that come to try-outs and therefore fill team spots ensure that archery will continue to be in the Alberta Winter Games. If you are new to the Alberta Winter Games try contacting past Zone Team Members to see what they thought of the event. All of the athletes walk away from the games with great experiences so they can share good stories for you to pass on.
- ❑ Consider asking for pre-registration via email on your event poster. Pre-registration allows you to plan ahead and forecast your numbers on the day of trials and makes ordering of targets and other supplies easier.
- ❑ You may be called upon to talk to local clubs and ranges to find a Team Coach and a Team Manager. The Team Coach must be a certified NCCP Instructor Beginner (or NCCP Level 1 which is the old system of certification). The team manager can be any person over the age of 18 that is the opposite sex of the Team Coach. There is a detailed information package for Team Manager's and Coaches which will be available on the Archery Alberta website for all details about the Manager and Coaches jobs and requirements.
- ❑ Investigate companies that make team shirts/uniforms and gather information about having shooting shirts made. As a rule, the only uniform for the team are shooting shirts. Athletes are asked to wear matching pants that they buy themselves but your team is welcome to organize any uniform they want. There is usually a short turn-around from the time the team is named and when they leave. It helps to have shirt information ready to go so that shirt sizes can be recorded when the results of the trials are known. The Coach and Team Manager can then be consulted to see who finishes the ordering process.

- ❑ Visit the ATAA website to download a results template for your trials or contact your Provincial Sport Coordinator for a copy. Make sure you record some contact information for every athlete as we sometimes need to contact an athlete after trials. Emails are especially helpful!
- ❑ Run the trials. Collect all score cards at the end of the event. Be prepared to check the math on all athlete cards before recording the results.
- ❑ Discuss with the Team Coach and Manager who will announce the results. It may be up to you to name the Zone's team.
- ❑ Provide any paperwork provided to you by the Provincial Sport Coordinator to the team members and any perspective team fills. If at all possible collect these forms before the athletes leave the range on the day of trials. There is a very short window for these to be provided back to the Provincial Sport Coordinator and then on to the Government.
- ❑ Provide the results from the trials (including all the scores of the athletes who did not make a team position) to the Provincial Sport Coordinator before the deadline set out by that person.
- ❑ Be available to assist the Provincial Sport Coordinator with contacting an athlete about a potential fill position.