



Regional Tournament Hosting Criteria

Applicants will be required to certify that they accept these requirements for hosting.

Personnel Required and Other Duties:

1. Designation of a tournament manager (responsible for ALL aspects of the tournament)
2. The tournament host might have to hire a software operator (which is done in Track, Cross Country, Wrestling and Swimming). Someone who can run your tournament software package (NASP) entering results.
 - a. This person must be competent in the use of a computer, and must know how to save files, open files, find files on the computer, and have a basic working knowledge of MS Excel.
 - b. If your school can not provide one, contact Michael Barren or Rob Catron at KHSAA for assistance in locating one that can work your tournament.
3. All equipment required for the range must be supplied, including:
 - a. Targets (square, to accept the target faces) – most popular are Morrell, Field Logic (Block), American Whitetail, Magic Stop
 - b. Safety nets – one per every 5 targets
 - c. Loaner arrows – a limited supply of arrows (can be used) for schools in the event they forget their arrows
 - d. Gym floor tape – to place the appropriate lines on the floor
 - e. Bow racks – to place the bows during a flight when not shooting
 - f. Quivers – one per archer shooting in a flight (2 per target)
 - g. Paper target faces to be replaced every flight – can be ordered from NASP for \$1.20 each + shipping
<http://naspschools.org/ordering/attachments/1418789956.pdf>
4. All equipment/supplies required for scoring/registration including:
 - a. Pencils without erasers – one per target with replacement available
 - b. Pencils with erasers – for range officials to use for corrections
 - c. Scoreboard – one per target – a board to place the 2 scorecards on while scoring a flight (usually rubber bands are used to hold cards on the boards)
 - d. Scorecards – (single ply) one per archer – can be order from NASP for \$45 per 500 -
<http://naspschools.org/ordering/attachments/1418365252.pdf>
 - e. Scanner - Apperson Advantage 1200 or Apperson Datalink 1200 – with NASP 5.6. firmware loaded – can be ordered from Apperson for around \$900 - \$1000
 - f. Laptop or PC (windows based) – must have Microsoft Office installed
 - g. Printer – to print results on site
 - h. Paper for printer
 - i. Labels - Avery 5160/8160 (3x10 – 30 per sheet) for labels for scorecards
5. Select and designate all other staff for the tournament (announcer, admissions, range, registration, scoring, setup and teardown, parking attendants, concession, etc.). Each of these workers must watch the Lane Official Training video at <http://naspschools.org/resources/>
6. Select and designate all other staff required by the hosting location (custodial, security, etc.)
7. Tournament results are required to be sent (electronically) to nasptournaments.org immediately following the conclusion of the tournament (by tournament manager or Software Operator).
8. The Tournament will be responsible for remitting \$1 per score submitted to NASP for the use of the automated system.
9. The Tournament host will be responsible for the cost of standardized trophies and medals provided by the KHSAA.
10. A complete instruction manual will be provided to the selected hosts.