

2012 WV AIS State Tournament Registration Procedures

1. Team Number – School teams are arranged in 3 divisions: Elementary School Division (4th – 6th Grade); Middle School Division (7th – 8th Grade); and High School Division (9th – 12th Grade). These divisional categories follow NASP National Tournament rules. **Please follow grade breakdowns for your teams regardless of whether your actual school is an elementary school, middle school, junior high school, high school, etc.** Teams consist of 12 individuals, with a minimum of 4 of each sex. Therefore, teams may be made up of 8 boys and 4 girls, 8 girls and 4 boys, or any combinations thereof, provided each sex has a minimum of 4 participants. **Please note students from schools not sending 12 students will still be eligible to participate in the individual competitions.**

2. Single School Requirement – Divisional Teams can only be formed from a single school and can not be formed from different schools (having different names, physical addresses and administrations). However, if a single school has grades spanning more than one division, they may field more than one Divisional Team: e.g., a K-8 school may field both an Elementary School Divisional Team and a Middle School Divisional Team.

3. Bow Number – *All participating school teams in each Division are required to provide enough bows so no more than 2 students (of the same handedness) share a bow.* This is because each 12-member divisional team will be split into two shooting blocks. For example, a school's Elementary School Division Team having 12 individuals, 3 of which are left-handed, must have a minimum of 5 right-handed bows and 2 left-handed bows to participate as a team. A team with all right-handed shooters would obviously need 6 right-handed bows.

Each school, and each Division at the same school, must have enough bows to accommodate their own team. For instance, the Elementary School Division Team and the Middle School Division Team at a combined elementary/middle school must have enough bows for both their Elementary School Division Team and their Middle School Division Team and can not share bows at the State Tournament. However, if a bow should break at the tournament, one may be borrowed from another team not shooting at the same time.

4. 2012 AIS State Tournament Instructors Acknowledgement Form – All certified instructors (including volunteers) registering to bring teams to the State Tournament must also send a copy of the 2012 AIS State Tournament Instructors Acknowledgement Form pre-signed by the school's principal or the county superintendent to the DNR by the registration deadline. The school may produce their own Acknowledgement Form or download the Acknowledgement Form at:

www.wvdnr.gov/archery/Tournament.shtm.

Only instructors producing a copy of this acknowledgement form will be allowed to coach teams during the State Tournament. ***Note if an instructor coaches at two

schools, they will need an acknowledgement form from both schools (maximum 2 schools/coach – see no. 5).

5. Maximum 2 Divisional Teams/Instructor – A certified instructor can only bring a maximum of two (2) divisional teams to the State Tournament. For instance, if an instructor teaches at both an elementary school (having an Elementary School Division Team) and a middle school (having both a Elementary School Division Team and Middle School Division Team), they may wish to bring only the two divisional teams at the middle school, and allow another instructor to bring the elementary school. Of course, if an instructor wishes to bring one divisional team from two separate schools, they will need a 2012 State Tournament Instructors Acknowledgement Form for both schools.

6. Tournament Fee – There will be a \$10 non-refundable fee for each student participating in the 2012 State Tournament. Coaches must collect this money from students and submit a single check or money order for the entire divisional team amount when registering, before the registration deadline. (Maximum \$120 – no fee for alternates). Although the fee is non-refundable it can be transferred to another student if there is a substitution. Checks or money orders must be made out to **WV DNR – Archery in the Schools Program** and submitted with registration material.

7. Tournament Registration Deadline – As the 2012 State Tournament is scheduled for March 24, 2012, all registration material must be received by the DNR on or before the **registration deadline of February 24, 2012**. *****Note there is a two-step registration process – items must be received by the DNR by the registration deadline by both mail and email.** All items can be found on our website at:

www.wvdnr.gov/archery/Tournament.shtm.

Items to be received by the registration deadline include:

- **To be Mailed:**
 - 2012 AIS State Tournament Instructors Acknowledgement Form (each instructor for each divisional team or partial team)
 - \$10 non-refundable registration fee/student (single check or money order for each divisional team) (Maximum \$120 – no fee for alternates)
 - Printout of the 2012 AIS State Tournament Divisional Team Registration Form (for each divisional team or partial team) (*To save space, please do not use all caps or the word “School” in the spreadsheet*)
 - Printout of the Registration for Coaches Form (for each divisional team or partial team). NOTE: This form has drop down selections for the Div through Bow cells. (*To save space, please do not use all caps or the word “School” in the spreadsheet*)

- **To be Emailed (as attachments):**
 - 2012 AIS State Tournament Divisional Team Registration Form (for each divisional team or partial team) (*To save space, please do not use all caps or the word "School" in the spreadsheet*)
 - Registration For Coaches Form (for each divisional team or partial team). (*To save space, please do not use all caps or the word "School" in the spreadsheet*)

All registration items must apply to only one (1) divisional team (e.g., separate checks, registration forms, etc. for the Elementary School Divisional Team & the Middle School Divisional Team at an unnamed K-8 middle school). If these items are not received and completed by the registration deadline, the team may not be able to participate in the 2012 State Tournament. **Teams are encouraged to have tryouts to select 12 individual team members (and up to 6 co-ed alternates) well before the State Tournament deadline.**

Mailed items should be sent to:

West Virginia Division of Natural Resources
 WV Archery in the Schools Program
 C/o Krista Snodgrass
 324 Fourth Ave.
 South Charleston, WV 25303-1228

Email items should be sent to:

Krista.R.Snodgrass@wv.gov

If you have registration or tournament questions, please call Krista Snodgrass at (304) 558-2771.

8. Electronic Registration Forms – As noted above, two Excel spreadsheet registration forms (2012 AIS State Tournament Divisional Team Registration Form & Registration for Coaches Form) must be submitted via email to Krista.R.Snodgrass@wv.gov before the registration deadline (**February 24, 2012**). (These are required because it is a requirement of our automated scoring system and it is also a way to assure correct certificate name spellings, proper identification of sex, team member number, bow number and handedness, etc.). These forms list school name, division, student names, sex, handedness (left or right), number of bows (left- and right-handed), etc.

9. Tournament Limit - Due to staff, facility, and resource limitations at the 2012 WV State AIS Tournament, the number of participating students will be limited to 800 students. If more than 800 students apply, the method for determining participation will be follow a pre-determined formula listed below:

Criteria to Determine 2012 WV AIS State Tournament Participation if Enrollment Exceeds 800

Criteria (in Order of Preference):

1. Allow the top 4 finishing Divisional School Teams of the previous year's tournament an automatic bye. This would be equivalent to all 12 members of 12 total teams. (Maximum 144 students)

2. Allow Divisional School Teams who had the top male and female shooters in the previous year's tournament (if different from the above) an automatic bye. This would be equivalent to all 12 members of 6 total teams (if different from the above). (Maximum 72 additional students)

3. Allow 4 new Teams in each Division an automatic bye. A "team" in this instance can range from single individual to a full 12-member team. If the new teams exceed 4 in a division, they will be selected by random drawing. This would be equivalent to all 12 members of 12 total teams. (Maximum 144 additional students).

4. Assign all remaining Teams (including partial teams or individuals) numbers and draw until their elimination brings the number under 800.

*****Those eliminated from the 2012 State Tournament drawing process will have there entire registration fee refunded*****