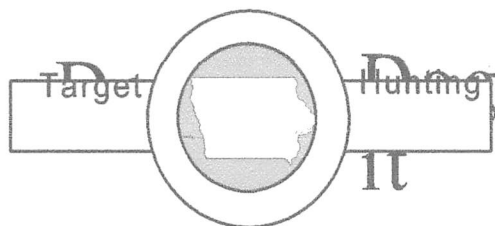
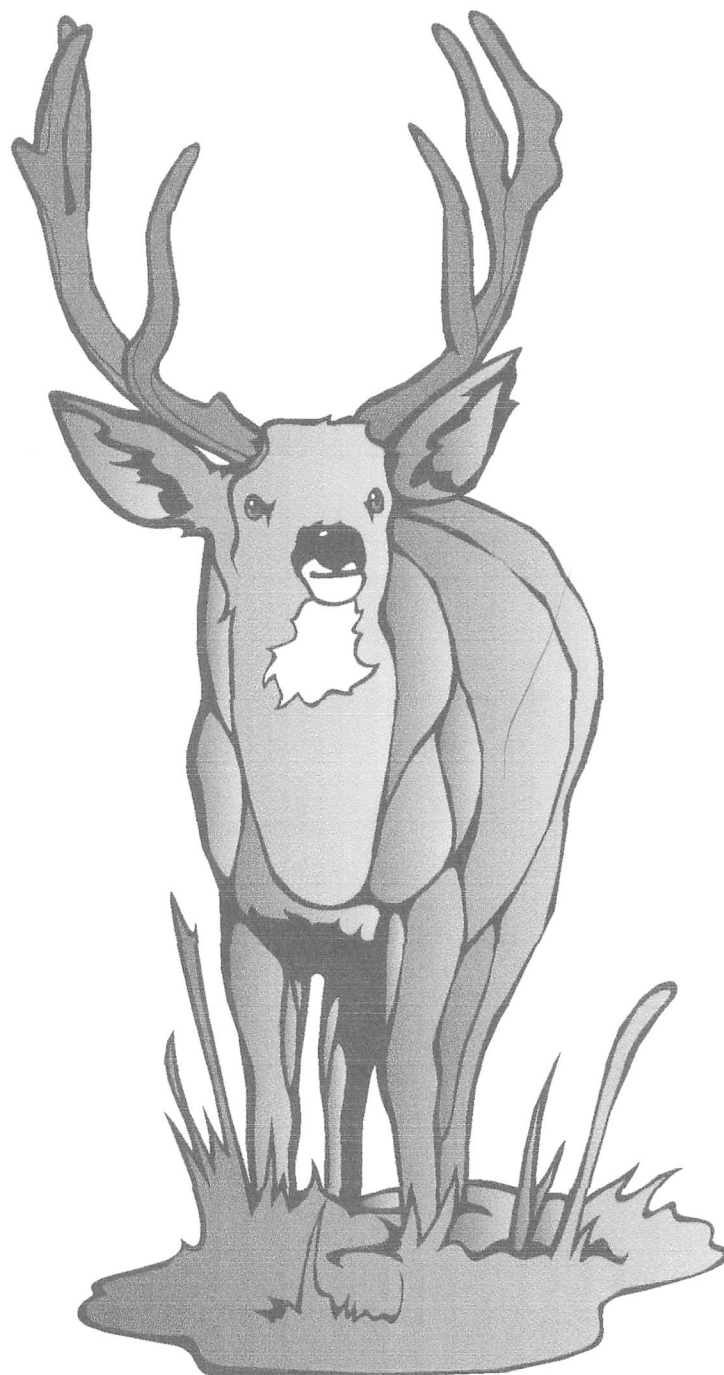


IOWA STATE  
ARCHERY  
ASSOCIATION



RESPONSIBILITY  
MANUAL



# *Dedication*

## *To The Iowa State Archery Association*

*I dedicate this manual to all the Presidents and officers who will follow in the governing of the Iowa State Archery Association.*

This Manual is meant as a guide, and not as the bible, for there will always be improvements made to any great organization with the passing of time.

This manual has been a long time coming, but now those who follow will have some kind of reference to use. I would like to thank all who helped in making this manual possible, and to a very special friend "Lee Richardson", who without her inspiration, this manual may not have been written.

Author; Milt Clough

President      1982 , 83  
                  1994 , 95 , 96

Written & Published; 1997

# IOWA STATE ARCHERY ASSOCIATION

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# 1-Board Members

## **A.--Board of Directors ( ELECTED )**

1. President
2. 1ST Vice President
3. 2nd Vice President
4. Treasurer ( membership chairman )
5. NFAA director

## **Term of Office**

One Year

One Year

One Year

One Year

Two Year ( odd year )

## **B.--Appointed Board Members (by the President)**

1. Secretary
2. Arrow hound Editor
3. 20 Pin Secretary ( Historian )
4. Awards Chairman
- 5 Bowhunter Chairman
6. Pro- Chairman

Note: The President may appoint any other Committee Chairman necessary to run the Association

C.--The balance of the Board of Directors will consist of a representative from every club in the association.

**All Members of the Board will have voting rights at all meetings**

## **2-Duties Of The Board Members**

### **As Set Forth By The By-Laws**

**President-** The President shall be chief executive officer of the corporation, and it shall be the duty of the President to preside at all meetings of the corporation and of the Board of Governors, and to perform such other duties as ordinarily pertain to his or her office. The President with the consent and approval of the board of Governors shall appoint officers to the board , as may be necessary to carry out the purpose and object of the corporation and such officers shall have the power to vote.

The President may also establish committees and committee chairman to preform duties to insure the success of any activates held by the association.

**Note:** The President Also writes a column in the arrow hound for every issue

**First Vice President-** Shall in the absence of the President , preform the duties of the President and such other duties as shall be assigned to him by the President or by the board of governors.

**Second Vice President-** Shall serve on committees as requested by the President and act as chairman of said committee. May serve as Public Relations officer for the Association, and shall perform all duties of the First Vice President in case of his inability to perform his duties.

**Secretary-** Shall keep and preserve an accurate record in permanent form , of all business transacted by the corporation. Attend meetings in which he or she will record said meeting and send copies to the Arrow hound Editor for publication. Make available forms to any new clubs in the state, wishing to join the NFAA & ISAA . Keep a permanent record of all chartered clubs, according to their expiration date ,keep an maintain an up to date membership list, act as liaison between the ISAA and the NFAA in regards to awards from NFAA for a State Sanctioned tournament, plus any other duties assigned to him or her by the President and the Board of Governors as ordinarily pertain to the office.

**Treasurer/Membership-** Shall collect and receive all monies paid to or due the corporation, shall deposit the same in the manner described by the Board of Governors and shall account for all receipts and disbursements whenever called upon by the President or the Board of Governors. Shall pay all outstanding bills and pay host clubs within seven days on the completion of any State tournament, according to their bid, Shall fill out any forms required to maintain Treasure records of all State tournaments. And shall perform such other duties as ordinarily pertain to his or her office.

**Membership Chairman-** Shall collect all dues pertaining to ISAA only members and new NFAA members. Then send a list to National headquarters along with the dues for the new NFAA membership. Maintain up to date records of all members along with their expiration date ,and send a copy to the State Secretary. for mailing labels ,to be sent to the Arrow hound Editor.

**Arrow hound Editor-** Is responsible for the Publication and Editing of the ISAA Arrow hound. Along with the help of the printer it is their responsibility to apply for the mailing permit, and to maintain a publication that is pleasing to the eye and has information to insure that our membership knows " what, where, and when" our activates are scheduled. Also to insert articles of interest to our members, and send out the shoot scheduling form to all chartered clubs. The Editor is responsible for getting advertisers to help pay for the cost of printing the Arrow hound. For this the Editor needs help from the

membership and clubs throughout the State.

**Awards Chairman**-Shall purchase all awards for every tournament hosted by the ISAA ,including the aggregate award given to the top shooter in each division according to the points earned based on the aggregate system, Records on points earned for the aggregate award must also be kept. The chairman is required to maintain result records of all entrees from each tournament, then a copy is sent to the Arrow hound for publication. The chairman must then maintain a record of awards given out at each tournament ,to determent the award cost per event. A final report on award cost is then given at the Sept. meeting.

**20 Pin Secretary/Historian-(These positions may be combined)** The 20 Pin secretary's job is to make available any NFAA awards that can be earned while competing in a National Sanction tournament, and to have in his or her possession any NFAA or ISAA patches or pins the members wish to purchase. The chairman must keep accurate records as to what 20 pin bars have been won and by who. It is also the responsibility of the 20 Pin Secretary to maintain a good inventory of said awards.

**Historian**- The job of the historian is to maintain accurate records of all members setting new State records at the following tournaments,( Indoor, Target ,or Field) , in accordance to their division. A certificate is then given at that tournament as part of the award ceremony.

**Bowhunter Chairman**-Job is to keep abreast of the latest bow hunting regulation, by attending DNR meetings and report to the Board of Governors any changes. To be responsible for the deer, fish, and turkey game awards for the members who wish to enter. Serve as a committee member for the Bowhunter Jamboree, Send out letters requesting prizes from mfg. for the Jamboree door prizes. Inspect the ranges prior to the Jamboree tournament.

**Pro-Chairman**- Is the link between the ISAA and the money shooting member. It is his responsibility to promote the sport of archery among all members. To serve on the Pro-Am committee to help increase the money in the Pro division and to act as ISAA public relation rep. to other State's Pro's throughout the country.

**NFAA Rep**-Shall represent the ISAA in all manners pertaining to the National Field Archery Association. Attend the annual meeting and vote on all agenda items ,according to the ISAA Board of Governors request. To inspect ranges of chartered clubs when required by the NFAA. To act as mediator in all rules governing a tournament and give a ruling when required. To set on the Board of Governors as a voting member.

**Past President**-Shall be a director at large, to act in an advisory capacity, to assist local established and newly organized archery clubs and to perform other duties as may pertain to his or her office.

## **HALL OF FAME CHAIRMAN**

Is the chosen by the board of Governors and appointed by the President at the time the time the ISAA Hall of fame began in 1987. It is a position held until such time as the chairman no longer wishes to serve, then a new Chairman will be appointed from the existing committee members by the past Chairman, and with the approval of the board of governors. At that time a new committee member will be appointed by the new Chairman to fill the vacancy.

The duty of this committee, is to screen all applicants submitted for the Iowa State Archery Association, Hall of Fame. Then if approved by the committee they are submitted to the board of Governors, and then voted on by the membership.

Vance Patrilla, Toddville

John Carlson, Lake Mills



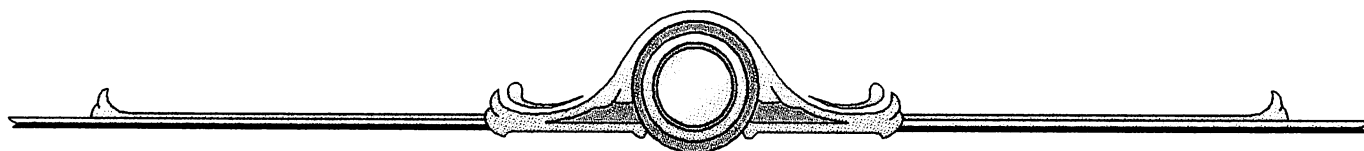
# **3-By-Laws**

The By-Laws is the Document that Governs the Iowa State Archery Association, & is recorded with the United States Federal Government, the State of Iowa, & the National Field Archery Association as a Non-profit Organization. This status allows the Association to conduct activities for the benefit of it's members, without having to pay taxes on the income. Under this status, all that is required, is that a non-profit tax form be submitted to the Federal Government " IRS " each year by the ISAA State Treasure.

**Federal tax ID- # 42-1220324**



ARTICLES OF  
INCORPORATION  
&  
BY-LAWS



ARTICLES OF INCORPORATION  
IOWA STATE ARCHERY ASSOCIATION

We the undersigned together with any person why may associate himself with us, do hereby adopt the following Articles of Incorporation.

ARTICLE I: NAME

1. The name of the corporation shall be "Iowa State Archery Association."

ARTICLE II: PLACE

1. The principal place of business of the corporation shall be in the City of Cedar Rapids, in Linn County, Iowa.

ARTICLE III: PURPOSE

1. The purpose of the corporation is to foster, expand and perpetuate the practice of Target and Field Archery, and the spirit of good fellowship among all archers.
2. To encourage the use of the bow and arrow in the hunting of all legal game birds and animals, and cooperate with the various national organizations in securing conditions and hunting privileges for the bow hunter and archer, and to cooperate with all conservation of game and other resources.

ARTICLE IV: OFFICERS

1. The officers of this Corporation shall be a President, Vice-President, Secretary, Treasurer, Directors and other officers as the By-Laws provide.
2. The original officers are: President-Clem Miller; Vice-President-Marlin Foderberg; Secretary-Eleanor Atkins; Treasurer-Gladys Byram; Directors-Burns Byram, Ronald Homann and Melvin E. McCurdy.

ARTICLE V: ANNUAL MEETING

1. The annual meeting of the Iowa State Archery Association shall coincide with the State Field Tournament, and be held annually.
2. Any other meetings deemed necessary may be held under the provisions put forth in the By-Laws.

ARTICLE VI: AMENDMENTS

1. These articles may be amended at any regular meeting, or special meeting called for the purpose, by a majority vote of members of the Association cast in person or by written proxy, provided written notice setting forth the proposed amendment has been mailed to each member in good standing not less than ten days prior to said meeting.

PAGE 2 - ARTICLES OF INCORPORATION (CONTINUED)

ARTICLE VII: INDIVIDUAL LIABILITY

1. Neither individual members of the corporation, nor their property shall be liable in any way for the debts or obligations of the corporation.

ARTICLE VIII: BY-LAWS

1. By-laws Providing in more detail for the activities of the corporation shall be adopted by the Board of Governors and may be amended by them at any time by a majority vote of the Board or may be amended by the members of the corporation by a majority vote of those present and voting at any annual meeting of the corporation.

BY-LAWS  
IOWA STATE ARCHERY ASSOCIATION

ARTICLE I: MEMBERSHIP

1. The members of the corporation shall consist of all persons now in good standing as members of the Iowa State Archery Association, and all other persons who are hereinafter admitted to membership in the manner provided for.
2. Any person may be admitted to membership upon completion of one of the following application procedures.
  - (a) Life Membership: Completion of life membership application and payment of the Iowa State Archery Association Life Membership dues and National Field Archery Association Life Membership dues.
  - (b) Full Membership: Completion of membership application and payment of Iowa State Archery Association annual membership dues and National Field Archery Association annual membership dues.
  - (c) State Only Membership: Completion of membership application and payment of Iowa State Archery Association annual membership dues.The annual dues shall be returned if the application for membership is not accepted.
3. The Board of Governors is empowered to suspend or expel any member for conduct unbecoming an archer, but such suspended or expelled member may appeal to the corporation at the annual meeting, and, by a majority vote of the meeting, be-reinstated.

ARTICLE II: DUES

1. The amount of the annual dues for a single membership, family membership, and for a youth membership shall be determined by the Corporation at the annual meeting.
2. Only those members whose dues are fully paid shall be designated as active members.
3. Only active members who hold Full Membership under provisions of Article 1, Section 2(a) shall have voting privileges and be eligible to hold office.
4. Any member failing to pay his dues shall be suspended, but shall be reinstated upon payment of dues.

ARTICLE III: BOARD OF GOVERNORS

1. This Corporation shall be controlled and its affairs managed by a Board of Governors, consisting of six or more members, including the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Immediate Past President as ex-officio member, and a Director from each Archery Club of the State of Iowa which is affiliated with this corporation. In addition, the President may add elective or appointive offices as he sees fit.
2. Selection of the Directors of the corporation shall be set forth by each Archery Club in the State of Iowa which is affiliated with this corporation to hold office for a term of one (1) year and until their respective successors are selected and qualified.
3. The Board of Governors shall, at the call of the President, or in case of his absence or inability to act, by the First Vice-President.
  - (a) hold two meetings a year one not later than thirty days after taking office and one in the spring, not later than May of each year;
  - (b) hold special meetings at any time,
4. The N.F.A.A. Board member shall be elected every two years, election, held on the odd numbered years.
5. At any meeting of the Board of Governors, a majority present shall constitute a quorum.
6. The President may submit to the members of the Board of Governors by mail any action for their vote and upon receipt thereof within thirty days a majority of written votes in favor of such action, the action shall be adopted by the Board of Governors.

ARTICLE IV: OFFICERS

1. The President shall be chief executive officer of the corporation, and it shall be the duty of the President to preside at all meetings of the Corporation and of the Board of Governors, and to perform such other duties as ordinarily pertain to his or her office.
2. The Vice-President shall :
  - (a) First Vice-President shall, in the absence of the President, perform the duties of the President and such other duties as shall be assigned to him by the President or by the Board of Governors.
  - (b) Second Vice-President shall serve on Committees as requested by the President and shall perform all duties of the First Vice-President in case of his inability to perform his duties.
3. The Secretary shall keep and preserve an accurate record in permanent form, of all business transacted by the corporation, and shall perform such duties as shall be assigned to him or her by the President and the Board of Governors and such other duties as ordinarily pertain to his or her office.
4. The Treasurer shall collect and receive all monies paid to or due the corporation, shall deposit the same in the manner described by the Board of Governors and shall account for all receipts and disbursements whenever called upon by the President or Board of Governors. He shall perform such other and further duties as ordinarily pertain to his or her office.
5. The past President shall be a director at large to act in an advisory capacity, to assist local established and newly organized archery clubs and to perform other duties as may pertain to his or her office.

Directors shall serve on and attend all meetings of the Board of Governors. It shall be the duty of the Directors to represent their respective Clubs to the State Association, to perform such other duties as pertain to their office. Directors' traveling expenses will be left to the discretion of the individual Directors and their respective Clubs.
7. The Board of Governors of the corporation, in addition to the duties set forth in the Constitution, may at any time by a majority vote, ask for and receive and accept the resignation of any officer, director, employee, or other agent or representative of the corporation, and upon the refusal to resign, when requested, the Board may by a majority vote, dismiss any such person from such office or other capacity and declare the same vacant.
8. The President with the consent and approval of the Board of Governors shall appoint officers to the Board of Governors as may be necessary to carry out the purpose and object of the corporation and such officers shall have the power to vote. Terms of these officers to be one year.

ARTICLE V ELECTIONS

The corporation shall hold an election not later than the 20th day of August each year, for officers as herein set forth.

1. (a) After the selection of qualified candidates by the nominating committee, ballots shall be prepared by the Secretary, or other persons appointed by the Board of Governors, setting forth candidates for each of the following offices: President, First vice-President, Second vice-President and Treasurer.  
  
(b) Prepared ballots are to be mailed by the Secretary or other persons appointed by the Board of Governors, not later than the first day of August each year, to each active member holding full membership in accordance with Article I, Section 2(a) and who has reached the age of 16. Members may cast only one vote for only one candidate for each State office.  
  
(c) Ballots must be postmarked not later than the 13th day of August each year.
2. President, First Vice-President, Second Vice-President, and Treasurer shall hold office for one year or until their respective successors are elected and qualified.
3. There shall be a director from each Archery Club of the State of Iowa which is affiliated with this corporation selected by each Club to attend and serve at all meetings of the Board of Governors.
4. The immediate Past President shall hold office as Director at Large for one (1) year.
5. All candidates shall hold Full Memberships in accordance with Article I, Section 2(a).
6. Officers of the Corporation shall take office during the last week of September.

ARTICLE VI: COMMITTEES

1. The President, with the consent and approval of the Board of Governors, shall appoint such standing committees as the Board of Governors shall direct and such special committees as may be necessary from time to time to carry out the purpose and object of

the corporation.

2. The President shall appoint standing committee chairmen as needed.
3. Committee chairmen shall be appointed to serve from October 1 to September 30th of the following year. Any chairmen may be reappointed by the incoming President.
4. Committee chairmen shall report to the Board of Governors and act under its guidance. They shall make yearly reports to each annual meeting.

PAGE 5 (BY-LAWS CONTINUED)

#### ARTICLE VII: TOURNAMENTS

1. Tournaments to determine the Target Archery Championship, Field Archery Championship, Indoor Archery Championship, and Bowhunter Championship of the State of Iowa for men and women and other appropriate practice and competition in archery shall be held each year.
2. Dates for state tournaments shall be set at the discretion of the Board of Governors, conforming as closely as possible to the dates requested by the membership at the prior years annual meeting.
3. The submission of bids from Clubs or groups should be made to the Board of Governors at the October meeting. They should be made in writing, and set forth all conditions of their bid. If no bid is received at this meeting for a particular tournament, the Board may instruct the President to ask for such bids to be made by the next Board meeting. All bids are subject to approval of the Board. If more than one bid is received for the same tournament, selection shall be made by the Board. Bids must be submitted in complete form. Once a bid has been accepted by the Board of Governors no changes in price may be made. When two or more clubs have submitted a bid for any tournament, no club shall be allowed to change their bid once submitted in order to have the lowest bid.
4. In all State Tournaments where an Amateur Division is provided, it will be required that an Amateur Card have been issued to each adult participant. An archer may apply for an amateur card at the time of the tournament in question to fulfill this requirement. For the purposes herein intended, an adult archer is any person 17 or older.
5. Subject to the guidance and approval of the Board of Governors and in accordance with the provisions of the Constitution and By-Laws, the tournament committee shall be responsible for and shall arrange and manage all details of the tournament.

#### ARTICLE VIII : TOURNAMENT ELIGIBILITY AND TARGET FEES

1. Competition in any tournament of the Association shall be open to all members of the association and any such member shall be eligible for championship and all other awards except as herein provided.



2. Only resident members of the I.S.A.A. or a resident of a bordering State whose only State affiliation is with the I.S.A.A. may shoot in a State Tournament. The only exception to this being that if the Tournament Committee so desires, an Out of State division may be created. To be eligible to shoot in any State Tournament membership dues must be current, or must be paid prior to shooting the tournament.
3. Residents of the State of Iowa who are not members of the Association may ~~not~~ participate in any State Tournament, ~~except~~ ~~the Bowler~~ ~~League~~.
4. To encourage the participation of junior archers in the State Tournaments, there will be Cub, Youth, and Young Adult divisions provided as suggested by the National organization, whose guidelines the Board is following. In the case of a tournament where no guidelines are available, Cub, Youth and Young Adult Divisions will be determined by the Board.
5. The amount of the target fees for State Tournaments shall be set by the Board of Governors and announced previous to the tournament.

PAGE 6 (BY-LAWS - CONTINUED)

ARTICLE VIII: TOURNAMENT ELIGIBILITY AND TARGET FEES CONTINUED)

6. An individual or group of individuals shall not be permitted to establish a competitive score prior to the time and date set for any such event in question.
7. At all State sponsored tournaments a tournament committee may inspect all bows in various events, weigh arrows and any other inspection as deemed necessary.

ARTICLE IV: FINANCES

1. The fiscal year shall begin on the first day of October and end on the 30th day of September each year.
2. All funds of the corporation shall be deposited by the Treasurer, or upon his or her order, in the name of the corporation, in such banks as may be designated by the Board of Governors.
3. All disbursements shall be made by check signed by either the Treasurer or the President. The President and Treasurer shall be reasonably bonded by a reliable surety company in such amount as shall be determined by the Board of Governors, the premium for such to be paid by the corporation.

ARTICLE X: RULES

1. The latest edition of Robert's Manual of Parliamentary Rules shall govern, all proceedings of the corporation and all meetings of its Board and committees, as otherwise provided by the Constitution and or By-Laws.

ARTICLE XI: AMENDMENTS

1. These By-Laws may be altered, amended or repealed at any regular or special meeting by a majority vote of members of the Association present or by two-thirds vote of the Board of Governors, subject to the approval of the membership by mail ballot through the Arrow Hound or subject to the approval of the membership at the annual meeting.

## 4-patch



This is the official patch of the Iowa State Archery Association

The colors Are

Basic-Round shape-White w/ Green edging Background behind the state shape- is Orange, edged w/ green State shape- is white trimmed with black

The archer , bow and lettering is Black

# 5- Meeting Format

There are generally " three " meetings held during the fiscal year. This seems to be enough to conduct the business of the Iowa State Archery Association. The President however has the power to call any special meetings required in case of problems or any other items that were not discussed at the regular meeting and need the approval of the board of Governors.

**The first meeting**, is held the end of September, after the elections in Aug. At this meeting the new officers are installed and the President presents the appointed officers to fill the board of Governors, and appoint any committees needed for the year. It is very important that the chartered clubs send their rep. to this meeting. Final reports from the previous year are given to establish a budget for the coming year, this includes the Arrow hound cost. The business conducted at this meeting is to establish the tournament schedule for the coming year. Any club wishing to host a State Tournament , submits a bid at this meeting. It is then up to the board to decide on which club will host each given tournament. We set fees and dates according to the members recommendations if possible. Also it's the boards task to act on any old business carried over from the annual meeting at State Field. Finally, any new business for the board to consider is then brought to the floor.

**The second meeting** is usually held in January. This meeting is to follow up on any bids that were rejected, and allow other clubs to submit a later bid. The President then appoints tournament chairman for all the State Shoots, " this can be done at the first meeting if none of the bids are rejected ". At this meeting the board goes over the agenda for the NFAA meeting to be held in Feb.. and instructs the NFAA rep how to vote on items that pertain to the members. Also this meeting is when we discuss budget items, such as the purchase of targets, score cards or any other forms that might be needed to run the Association in the coming year. We also discuss and finalize the running of the Pro-Am, Indoor, Target, Field Tournaments, and Bowhunter Jamboree, so flyers can be printed and sent out at the proper time.

**The third meeting** is the Annual meeting, held at State Field. At this meeting , all members attending have the right to vote. The new officers are nominated, the board members give their reports , then the meeting is open to the floor and members may bring up any items they wish to discuss and vote on. If a vote can't be taken on a specific item , then it goes into old business for the September meeting. The meeting is recessed until Sunday after the shoot, then reopened for further officer nominations. The awards are given out and the meeting is adjourned.

# Example of the September meeting Agenda

First meeting Agenda -Last Sunday in September

Date\_\_\_\_\_ Time\_\_\_\_\_

Location\_\_\_\_\_

\_\_\_\_\_

1. Call the meeting to order
  2. Introduce new elected Officers
    - a. President
    - b. 1st. Vice President
    - c. 2nd. Vice President
    - d. Treasurer / Membership
    - e. NFAA rep. Elected on the odd year
  3. Introduce Appointed Officers
    - a. Secretary
    - b. Arrow hound Editor
    - c. 20 Pin Sec. / Historian
    - d. Awards Chairman
    - e. Bowhunter Chairman
    - f. Pro Chairman
- Introduce club reps. and establish voting privileges for all board members

- 
4. Reading of the minutes from last meeting
  5. Treasurer report / membership report
  6. Committee reports
  7. Old business
  8. Lunch\_\_\_\_\_
  9. New business
    - a. Submit bids for Tournaments
      - Indoor\_\_\_\_\_ Target\_\_\_\_\_ Field\_\_\_\_\_
      - Set fees, Dates, Etc.
    - b. Any other new business
  10. Set time and place for next meeting ( norm. in Jan. )
  11. Adjournment

Poo Am  
Jamboree

# 6-Association forms

The Iowa State Archery Association uses many forms to conduct the business of the Association. **Note;** Copies of each form are shown in this Section

1. Forms to gather information for the purpose of keeping records
  - a. NFAA & State Club Charter Agreement
    1. Club Charter
    2. Commercial Lanes
  - b. NFAA Range Inspection forms
  - c. NFAA Art Young big & small Game Awards
  - d. NFAA Membership form
  - e. ISAA only Membership form
  - f. Tournament contract form
  - g. State game award forms
    1. Deer
    2. Fish
    3. Turkey
  - e. Tournament Registration forms
    1. Pro-Am
    2. Indoor, Target, & Field
    3. Jamboree

**Note:** Listed below are the Board Members, who are responsible for specific forms used by the Iowa State Archery Association. Others ,such as Tournament Registration forms are published in the Arrow hound when required.

1. Secretary maintains the following Records
  - a. NFAA & State club charter Agreement ( new & renew )
  - b. Tournament contract forms
2. NFAA rep.
  - a. Range Inspection (new & old clubs )
  - b. NFAA Art Young Game forms
3. Membership Chairman
  - a. NFAA membership form
  - b. ISAA ( *only* ) membership form
4. Bowhunter Chairman
  - a. Fish contest
  - b. Deer contest
  - c. Turkey contest

Charter Date \_\_\_\_\_  
OTDR Range Date \_\_\_\_\_  
BH Range \_\_\_\_\_  
Junior Corse \_\_\_\_\_  
Indoor Range \_\_\_\_\_  
Date \_\_\_\_\_

Office use only

**NFAA and State  
CLUB**

**Charter Agreement**

Total \_\_\_\_\_

Cash \_\_\_\_\_  
Check \_\_\_\_\_  
Money Order \_\_\_\_\_

Posted  
Office use only

DATE APPLIED \_\_\_\_\_

CLUB NAME \_\_\_\_\_

CLUB LOCATION \_\_\_\_\_

( Street Address , City, State, Zip.)

hereby applies to the NATION FIELD ARCHERY ASSOCIATION AND IT'S STATE ASSOCIATION  
for active charter and affiliation.

Upon being chartered and affiliated with the NATION FIELD ARCHERY ASSOCIATION and the  
STATE ASSOCIATION of \_\_\_\_\_, we hereby agree to support the principles and abide  
by the rules, regulations, procedures and policies adopted by the NATION FIELD ARCHERY  
ASSOCIATION and it's STATE ASSOCIATION.

An archery club having a minimum of five (5) Head of Household members belonging to the NFAA may be  
chartered with the NFAA upon approval of the State Association and the NFAA Director.

PLEASE PRINT OR TYPE ALL INFORMATION  
NEEDED BELOW:

LIST FIVE HEAD OF HOUSEHOLD MEMBERS  
IN YOUR CLUB THAT ARE CURRENT NFAA  
MEMBERS ( Article XVII Section A Para.2 )

Club President \_\_\_\_\_

Current Club Secretary \_\_\_\_\_

Secretary Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip. \_\_\_\_\_

Phone ( ) \_\_\_\_\_  
Area Code \_\_\_\_\_

The NFAA fee of \$20.00 and the State fee of \$ \_\_\_\_\_, must accompany this application. This form is to be completed in  
triplicate and mailed to your State Association Secretary, State Secretary and NFAA Director approval required. If form is not  
properly submitted to NFAA, the approval for charter may be delayed.

APPROVED BY:

APPROVED BY :

\_\_\_\_\_  
NFAA Director

\_\_\_\_\_  
State Secretary

Date \_\_\_\_\_

Date \_\_\_\_\_

Charter Date \_\_\_\_\_  
OTDR Range Date \_\_\_\_\_  
BH Range \_\_\_\_\_  
Junior Corse \_\_\_\_\_  
Indoor Range \_\_\_\_\_  
Date \_\_\_\_\_  
Office use only

**RENEWAL**  
**NFAA and State**  
**CLUB**  
**Charter Agreement**

Cash \_\_\_\_\_  
Check \_\_\_\_\_  
Money Order \_\_\_\_\_

Total \_\_\_\_\_  
Posted \_\_\_\_\_  
Office use only

DATE APPLIED \_\_\_\_\_

CLUB NAME \_\_\_\_\_

CLUB LOCATION \_\_\_\_\_

( Street Address , City, State, Zip.)

This is to notify your club that expiration of your NFAA and STATE affiliation with the state of \_\_\_\_\_ is due during \_\_\_\_\_. Please remit State dues of \$ \_\_\_\_\_ and \$10.00 for the NFAA for a total fee due of \$ \_\_\_\_\_ to your State Secretary.

An archery club having a minimum of five (5) Head of Household members belonging to the NFAA may be chartered with the NFAA upon approval of the State Association and the NFAA Director. Upon receipt of the approved renewal form and renewal fee at NFAA Headquarters, affiliation will be extended for an additional year. Failure to renew affiliation by the last day of the month in which the club charter expires , shall result in the club being dropped from the active rolls of NFAA

This club affiliation entitles your club to use one year registration of all field, hunter, and international round tournaments conducted on your NFAA and STATE APPROVED RANGE.

" We hereby agree to continue to support the principles of and abide by the rules, regulations, procedures and policies adopted by the National Field Archery Association and the State Association."

PLEASE PRINT OR TYPE ALL INFORMATION  
NEEDED BELOW:

LIST FIVE HEAD OF HOUSEHOLD MEMBERS  
IN YOUR CLUB THAT ARE CURRENT NFAA  
MEMBERS ( Article XVII Section A Para.2 )

Club President \_\_\_\_\_

Current Club Secretary \_\_\_\_\_

Secretary Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip. \_\_\_\_\_

Phone ( ) \_\_\_\_\_  
Area Code \_\_\_\_\_

This form is to be completed in triplicate and mailed to your State Association Secretary . State Secretary and NFAA Director approval required. If form is not properly submitted to NFAA, it will be returned to State Association Secretary.

APPROVED BY:

\_\_\_\_\_ NFAA Director

APPROVED BY:

\_\_\_\_\_ State Secretary

Date \_\_\_\_\_

Date \_\_\_\_\_

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NFAA COPY\_ STATE COPY

NFAA DIRECTOR COPY

**Note : This is only a copy of the regular form used by the NFAA**



Charter Date \_\_\_\_\_

OTDR Range Date \_\_\_\_\_

BH Range \_\_\_\_\_

Junior Corse \_\_\_\_\_

Indoor Range \_\_\_\_\_

Posted Date \_\_\_\_\_

Office use only

Cash

Check

**NFAA and State**  
**Commercial Archery Lanes Money Order**  
**Charter Agreement**

TOTAL \_\_\_\_\_

Office use only

DATE APPLIED \_\_\_\_\_

The \_\_\_\_\_ Archery Lanes

Located at

\_\_\_\_\_  
( Street Address , City, State, Zip.)

hereby applies to the NATION FIELD ARCHERY ASSOCIATION AND IT'S STATE ASSOCIATION for active charter and affiliation.

Upon being chartered and affiliated with the NATION FIELD ARCHERY ASSOCIATION and the STATE ASSOCIATION of \_\_\_\_\_, for the purpose of conducting official NFAA Tournaments at the establishment named above, we hereby agree to support the principles and abide by the rules, regulations, procedures and policies adopted by the

NATION FIELD ARCHERY ASSOCIATION and it's STATE ASSOCIATION.

\_\_\_\_\_  
Lanes Manager ( must be current NFAA member )

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Phone Number \_\_\_\_\_

The NFAA fee of \$20.00 and the State fee of \$\_\_\_\_\_, must accompany this application. This form is to be completed in triplicate and mailed to your State Association Secretary, State Secretary and NFAA Director approval required. If form is not properly submitted to NFAA, the approval for charter may be delayed.

APPROVED BY:

APPROVED BY :

\_\_\_\_\_  
NFAA Director

Date \_\_\_\_\_

\_\_\_\_\_  
State Secretary

Date \_\_\_\_\_

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NFAA COPY\_  
STATE COPY  
NFAA DIRECTOR COPY



# Iowa State Archery Association Tournament Registration Form



Please Print Legibly

☐ ISAA Member

☐ Guest (\*no awards)

Last Name

First Name

Phone

Address

City

State

Zip

Email Address

## REGISTRATION FEE (circle one)

Pro \$60	Adult & Young Adult & Senior \$25	Cub & Youth \$10	Family \$50 / \$0
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☐ Male

☐ Female

Each family member must complete a separate form. Circle \$50 for 1st then \$0 on forms for rest of family.

## Please select Age Category and Shooting Style:

☐ Pro Adult   ☐ Adult   ☐ Young Adult (15-17)   ☐ Youth (12-14)   ☐ Cub (under 12)

☐ Pro Senior (50 & over)   ☐ Senior (50-59)   ☐ Silver Senior (60-69)   ☐ Master Senior (70 & over)

☐ Pro Silver Senior   ☐ Pro Master Senior

Adult / Senior / Silver Senior / Master Senior	
<input type="checkbox"/>	Barebow
<input type="checkbox"/>	Bowhunter Freestyle
<input type="checkbox"/>	Traditional
<input type="checkbox"/>	Freestyle
<input type="checkbox"/>	Freestyle Limited
<input type="checkbox"/>	Freestyle Limited Recurve

Pro Adult / Pro Senior	
<input type="checkbox"/>	Freestyle

Cub / Youth / Young Adult	
<input type="checkbox"/>	Barebow
<input type="checkbox"/>	Bowhunter Freestyle
<input type="checkbox"/>	Freestyle
<input type="checkbox"/>	Freestyle Limited Recurve

\$  Amount Paid by ☐ check   ☐ cash   ☐ n/a-family member

(Make checks payable to: Host Club)

# ISAA TOURNAMENT CONTRACT

OFFICIAL BID sheet of \_\_\_\_\_ YEAR OF \_\_\_\_\_

Please check one:--State indoor \_\_\_\_\_ State Target \_\_\_\_\_ State Field \_\_\_\_\_ ISAA Jamboree \_\_\_\_\_

## RESPONSIBILITIES OF HOST CLUB

1. The host club will supply a Tournament Chairman, Range Captain and Tournament Secretary

Please list names below:

- a. \_\_\_\_\_ Tournament Chairman
- b. \_\_\_\_\_ Range Captain
- c. \_\_\_\_\_ Tournament Secretary

2. Provide space for Tournament head quarters (Facility for state meeting if needed)

3. The Tournament Chairman will select and furnish personnel on the local scene to help with responsibilities of the host as required for a successful tournament

4. The host club shall carry NFAA insurance or equivalent ( THE HOST SHALL NOT permit the sale of ALCOHALIC beverage during the shoot

5. The Tournament Chairman is to serve as assistant to the ISAA board in the preparation and the successful operation of the tournament

6. The host shall provide

- a. \_\_\_\_\_ primitive camping
- b. \_\_\_\_\_ information on flyers for motel /hotel accommodations

7. Tournament site.

- a. \_\_\_\_\_ 14 course field range
- b. \_\_\_\_\_ lane indoor range
- c. \_\_\_\_\_ other

8. Host club to provide ;(PLEASE CHECK IF APPLIES to BID)

- a. \_\_\_\_\_ Registration help
- b. \_\_\_\_\_ Target butts-lighting-timers
- c. \_\_\_\_\_ Line Officials /Field Captain

9. Misc: any other item that need noted by Host club (please list below)

- a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_
- d. \_\_\_\_\_

## TOURNAMENT FEES:

1. Tournament host will require \$ \_\_\_\_\_ per adult \$ \_\_\_\_\_ per youth/cub \$ \_\_\_\_\_ per family  
all late fees are retained by the ISAA if set.

2. All proceeds from kitchen to be retained by the host club

3. Please indicate if targets are:

- a. \_\_\_\_\_ furnished by ISAA
- b. \_\_\_\_\_ Furnished by host club (reimbursed after event by the ISAA ) if so \$ \_\_\_\_\_ per target  
\$ \_\_\_\_\_ per set of targets -out door
- c. \_\_\_\_\_ other cost (3D Targets) \$ \_\_\_\_\_

## RESPONSIBILITIES OF ISAA AT TOURNAMENT

1. Awards

2. Registration

ISAA TOURNAMENT CHAIR- PERSON -- \_\_\_\_\_

3. Score Cards

4. Tournament Publicity ( ARROW HOUND ADD ) Please submit at Sept. meeting or by mail before 9/25 to the ISAA Secretary

Submitted by \_\_\_\_\_ date \_\_\_\_\_ Host club \_\_\_\_\_ Officer \_\_\_\_\_

Bid accepted by ISAA PRES: \_\_\_\_\_ date \_\_\_\_\_  
ISAA SEC: \_\_\_\_\_ date \_\_\_\_\_

**APPLICATION FORM FOR ENTERING ISAA BIG FISH CONTEST**

\*\*\*\*\*

**Must have been taken with a bow (rough fish only)**

**Forms must be returned by july 15 of year taken**

NAME & address \_\_\_\_\_

Date Taken \_\_\_\_\_ Time of day \_\_\_\_\_ -

Weight \_\_\_\_\_ Length \_\_\_\_\_ Girth \_\_\_\_\_

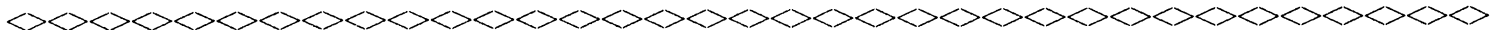
Witness Name & address \_\_\_\_\_

Witness Name & address \_\_\_\_\_



All game must be recorded with the ISAA while a member in good standing .Game taken before becoming a member or game not recorded on time will not be eligible for the contest.

All Applications must be witnessed to be eligible.



RETURN ALL APPLICATIONS TO THE BOWHUNTER CHAIRMAN OF THE ISA

## Application for Entering the ISAA Big Buck -or- Big Doe Contest

**All enteries must have been taken with a Bow**  
**Forms must be returned by March 15 after the year taken to be eligible**

\*\*\*\*\*

Name & address \_\_\_\_\_

Date of Kill	Time of day	Sex	Weight field dressed
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If Buck ) GIVE ANTLER SIZE by POPE & YOUNG

MAKE&lt;MODEL&lt;&amp;WEIGHT of Bow used

TYPE of Broadhead used

### What part of the Deer Hit

How far did the broad head Penetrate

Were you trail watching, still hunting, driving or other?

Was shot, while Deer was standing ,walking or running ?

Was Deer shot on State ,Private or County land ?

How many years have you hunted and how many Deer have you taken with a Bow ?

!>Witness name & address

Witness name & address

All game must be recorded with the ISAA while a member in good standing. Game taken before becoming a member or game not recorded on time is not eligible for the contest.

All Applications must be witnessed

Return all applications to the BOWHUNTER CHAIRMAN OF THE ISAA

# APPLICATION Form for Entering ISAA bow TURKEY CONTEST

Form must be returned within 30 days after the end of the season taken to be eligible( Note- Spring season is BEARDED Birds ONLY)

NAME & Address \_\_\_\_\_

Date of Kill \_\_\_\_\_ Time of day \_\_\_\_\_

Weight \_\_\_\_\_ Tom or Hen \_\_\_\_\_ (if bearded ) length of beard \_\_\_\_\_

TYPE<MODEL<&WEIGHT OF BOW: \_\_\_\_\_

Make &Weight of Broadhead \_\_\_\_\_

What part of the bird was hit \_\_\_\_\_

How far did it Travel \_\_\_\_\_

Were you using a Decoy or Blind \_\_\_\_\_

Was the Turkey shot while Standing ,Walking ,Running or Flying \_\_\_\_\_

Was The Turkey shot on State ,Private or County Land \_\_\_\_\_

How many years have you hunted Turkey with a Bow \_\_\_\_\_

How many Turkeys have you gotten with a Bow \_\_\_\_\_

Witness Name & address \_\_\_\_\_

Witness Name & address \_\_\_\_\_

\*\*\*\*\*

All game must be recorded with the ISAA while a member in good standing .Game taken before becoming a member or game not recorded on time is not eligible for the contest

( All Applications must be witnessed)

\*\*\*\*\*

Return all forms to the BOWHUNTER CHAIRMAN OF THE ISAA

# 8- Tournament Format

The ISAA has established a specific format for hosting all State Tournaments .Each tournament may have slight variations but the basic format is the same for all .For the State to host these tournaments we must rely on the Chartered clubs in the state to submit bids at the September meeting of each year. A host club is then selected by the Board of Governors, where by the Dates, fees, and round are set. The President then appoints a Tournament Chairman to run each shoot.

It is the responsibility of the Chairman to get with the host club and go over the contract , as to what preparation are needed to get the ranges in order, and design a flyer to advertise the tournament. Also the Chairman is to appoint people to help with registration. This group often consists of the Chairman, Secretary, and or Treasure, and someone from the host club.

In some tournaments, such as State Indoor, and Pro-Am, it is advisable to preregister .This gives the Tournament Chairman some idea as to the numbers to expect at the shoot. Besides the Chairman, there are others from the Board responsible for specific duties to insure that each tournament is a success.

## **These Responsibilities are;**

**Chairman** - Registration, tournament fees, assigning targets, recording scores, and determining winners from each division.

**State Secretary**- Records winners and makes out the NFAA divisional certificate to be given at the Awards ceremony.

**State Treasure**- Records all entries to determined money taken in and the host clubs share is then paid .Also makes out checks for the winners of the Money division.

**Awards Chairman** - Records all entries for aggregate points and all winners ,to determined the number of awards to be given out. Then makes up the result sheet and sends it to the Arrow hound Editor to be put in the Publication.

**20 Pin Secretary**- Makes available NFAA 20 pin awards for any member wishing to purchase them, then records name of Archer and yardage pin purchased.( **these records are maintained from year to year** ).

**Historian**- Records all new State records shot, and makes out certificate to be given out at the Awards Ceremony.( **these records are maintained from year to year** ).

## **The following forms are used by the tournament committee:**

- 1. Division -Class Participation Form**
  - a. Indoor Pro-Am**
  - b. Indoor & Target**
  - c. Field**
- 2. Shooting Fee Tally Form**
- 3. Tournament Expense Form**
- 4. Aggregate Awards Tally Form**