

International Rep

IFAF Committee Roles Guide
2020 - Current



PREAMBLE

The IFAF Committee Roles Guides provide information about each position on IFAF's Executive Committee

1. To those considering standing for election at an AGM &/or co-opted by the Committee.
2. To document the tasks and duties required of the person holding office for the duration of their term of office.
3. To level-set expectations about the work practices required of persons appointed to the Executive Committee, to enable the Committee to operate effectively.

VERSION CONTROL

Date	Version	Change Description	Author
Nov-2020	Draft	Create Role Guide	Lynn Ellingworth
20-Nov-21	V1.1	Update IFAA President and Secretary emails	Lynn Ellingworth
15-Jan-22	V1.2	Update IFAA President and Secretary emails	Lynn Ellingworth
03-Feb-22	V1.3	Classification-Scorecard administration	Lynn Ellingworth
28-Sep-22	V1.4	Social Media, UKIFAC, AGM, IFAA Executive	Lynn Ellingworth
01-Aug-23	V1.5	IFAA DTC name and email updated	Lynn Ellingworth
08-Nov-23	V1.6	UKIFAC Committee members / email updated	Lynn Ellingworth
28-Mar-24	V1.7	Irish Field Archery Federation WhatsApp Community	Lynn Ellingworth
28-Oct-24	V.18	IFAA Technical Committee enquiry process	Lynn Ellingworth

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ROLE OVERVIEW

As per the Irish Field Archery Federation CLG Constitution, the duties of the International Rep role are:

The International Representative shall liaise, and if necessary meet with, any archery bodies overseas and submit reports on his/her findings.

In practice, the responsibilities of this role involve:

1. The promotion of IFAA, UKIFAC and other non-domestic tournaments within IFAF.
2. Representing IFAF within the IFAA and on the UKIFAC Committee.
3. Providing information, advice and support to individual members and the Executive Committee on international matters.

Anyone holding the office of International Rep should be knowledgeable about the rules of the IFAA and have experience of shooting Field, Bowhunter and Indoor rounds. It is by having a broad understanding of the practical and theoretical that the interests of both archers and the organisations are best served.

It is imperative that, as with all those holding an Executive Office, the International Rep maintains the highest level of personal conduct at all times and does not bring the reputation of IFAF into disrepute when acting in an official capacity for the organisation.

GENERAL ADMIN

Committee Meetings

As per the constitution, *The Executive committee shall hold not less than 2 committee meetings per year at regular intervals to administer the affairs of IFAF.* However, it is normal for more than two meetings, either physical or virtual, to be held between each AGM.

For illustration, meeting scope may include:

- Post-AGM: On-boarding, correspondence, review of carry-over work, annual planning, etc.
- Early-term: Correspondence review, Officer Reports, carry-over closure, annual updates, etc.
- Mid-term: Correspondence review, Officer Reports, annual updates, new work assigned, etc.
- Pre-AGM: Correspondence review, Officer Reports, annual/work wrap-up, AGM preparation, etc.

When scheduling meetings, every effort is made to select a date and meeting-type that suits the majority.

- It is the responsibility of each elected officer to make themselves available for meetings.
- For each meeting, the International Rep should:
 - compile a report on current International Matters,
 - ballot the Committee for any items requiring decision(s) and
 - Provide a status update on any IFAF work planned or in progress.

Email

Email Etiquette

Email is an essential tool for conducting committee business. Its value lies in the sharing of ideas and opinions, both of which are necessary for the day-to-day running of IFAF outside of Committee meetings.

It is the responsibility of each elected officer

1. To check their email regularly (i.e., at least three times per week, if daily review is not feasible).
2. Reply to direct emails.
3. Acknowledge receipt of emails involving a discussion, even if no particular opinion is held or further contribution is felt necessary.
4. Vote on discussion items requiring a Committee decision

Failure to engage in email communication effectively have negative effects such as:

- Reducing the throughput of Committee work due to delays waiting for opinions and decisions.
- Create additional work for/or put unnecessary strain on other members of the Committee.
- Diminished the reputation of IFAF when contact goes unacknowledged and/or is untimely.

Sharing Correspondence

All emails received and sent via the INBOX must be forwarded to the entire Committee for their awareness.

Where correspondence requires a decision, the Committee must vote, either by email or at a Committee Meeting, before issuing a response. As with all decisions, a quorum is required for a vote to carry.

ROLE SPECIFIC ADMIN

Classification-Scorecards

Maintain the Classification-Scorecard template for the Federation so that it remains in line with and current in accordance with the IFAA Book of Rules, ARTICLE VII – SCORE RECORDING AND CLASSIFICATION.

Print, validate with the official stamp and issue Classification-Scorecards to members as needed.

Promote the use of and explain reason for holding a Classification-Scorecard for participating in IFAA sanctioned tournaments and at UKIFAC.

Event Articles

It is the responsibility of the International Rep to write articles about IFAA, UKIFAC and other international tournaments and publish them on the IFAF website. Where the Rep did not attend the event in person, they may

1. solicit contributions from members to enable them to write the article or
2. ask someone who did attend to write the article and publish that persons' contribution

Information Guides

As part of encouraging attendance at international tournaments, which are open to IFAF members, the 'Competing Internationally' guides were produced:

- IFAA Bowhunter Championships
- IFAA Field Championships
- IFAA Indoor Championships
- UK and Ireland Field Archery Championships (UKIFAC)

The guides provide essential, high-level information about all aspects of competing abroad to all archers irrespective of their level of experience. It is the responsibility of the International Rep to maintain the guides in line with any rule changes affecting the events covered and produce new guides, as needed.

Website

The International Rep needs to be reasonably computer literate and be willing to learn how to use the WordPress content management system (CMS) used for publishing IFAF's website.

The International Rep has an admin log-in which enables them to upload content and create/edit web pages as part of the promotion of IFAF and International Events, and the distribution of information.

The website pages most frequently accessed by the International Rep are:

- Articles: <https://fieldarchery.ie/archers/articles/>
- Competing Internationally: <https://fieldarchery.ie/archers/competing-internationally/>

- Handbooks and Rules: <https://fieldarchery.ie/archers/handbooks-and-rules/>
- News (Homepage posts): <https://fieldarchery.ie/>
- UKIFAC (active from registration opening to event closure for IFAF): <https://fieldarchery.ie/ukifac/>

Social Media

Sharing news and information about events is a useful means of engaging people and raising IFAF's profile with individuals and technically (e.g., Search Engine Optimisation (SEO) to improve website ranking).

Currently IFAF has two social media outlets:

- Facebook (managed by the PRO and Secretary): <https://www.facebook.com/ifaf.ie/>
- Instagram (managed by the PRO): https://instagram.com/ifaf_ireland?igshid=YmMyMTA2M2Y=

The person holding office as the International Rep is added to the IFAF Facebook account as an Editor (note, the individual must hold a personal Facebook account to be added). Facebook should only be used as a promotional tool for IFAF, such as sharing photographs, event information et cetera. Facebook should not be used as the primary means of disseminating important information.

All vital member information must be published on the IFAF website and emailed directly to members.

WhatsApp Community Groups

For sharing specific tournament information for IFAA and UKIFAC events, create a WhatsApp group on the Irish Field Archery Federation Community.

Add the IFAF Committee as members and make them Admins.

Add an Image to the Profile.

All IFAF members will be able to see the Group in the main Irish Field Archery Federation Community. However, add a text into the main group to highlight the new event Group's creation.

Annual General Meeting (AGM)

Officer Report

A PowerPoint presentation must be prepared, and delivered on the day of the AGM, by each member of the Executive Committee covering the previous 12-months. The International Rep should provide a high-level summary of items such as:

- IFAA ruling changes and tournament reviews, including the results of individual IFAF members
- UKIFAC review, including the results of individual IFAF members.
- Other international competitions at which IFAF members competed.
- Work items completed.
- Overview of international tournaments open to IFAF members in the year ahead.

Office Handover

At the end of the term of office, preparation for hand-over of the role is required, regardless of any intent to stand for re-election.

Log-in credentials and URLs must be listed in a Word document and sent to the newly elected officer for:

1. Gmail (International Rep and UKIFAC email accounts)
2. Google Docs
3. WordPress (website)
4. Blacknight (website hosts)
5. Facebook (Irish Field Archery Federation IFAF)
6. IT support provided by itadmin@ifaf.ie

Venue preparation

All members of the Executive Committee should make themselves available in advance of the AGM to set-up the room, check equipment (e.g., projectors) and ensure all required items are on-site.

Post-AGM Admin

Following the AGM, the IFAA Executive Committee and the IFAA EU Committee must be notified of the current committee make-up so that their records can be updated accordingly.

The names and email addresses of the following roles are mandatory:

- General Secretary
- Chairperson
- International Rep

The General Secretary's address, the Company Address, and their phone number are also mandatory.

Additional, record-keeping information to provide the IFAA are the names and email addresses of the:

- Treasurer
- Head Coach and Coaching Admin (support role/IFAA Instructor Program role)

Refer to the **IFAA Contact Information** section for further detail.

International Field Archery Association (IFAA)

The International Rep (“IFAA Delegate”) is the point of contact within IFAF for the IFAA. Externally, they are the designated representative of the organisation at IFAA meetings and tournaments.

Where feasible, financially and logistically, the International Rep will attend IFAA meetings. In the event of inability to attend in person, the International Rep must appoint a Proxy agent, with the agreement of the IFAF Committee. The Proxy will be required to cast votes on behalf of IFAF as agreed upon in advance.

EU Delegates Meeting

The EU Delegates meeting is an annual meeting, normally held on the first weekend of March. It is where Delegates come together to discuss matters which affect the European Region and review and vote on bids for European tournaments.

Any decisions or recommendations made at the EU Council are applicable to the EU region only. Any matters raised considered beneficial to the IFAA must be put forward at the World Council for a ballot.

World Council Meeting

The World Council is a 2-day meeting held before the World Field Archery Championships (WFAC). This biennial meeting is the IFAA’s AGM. At the WC Executive officers are elected, matters affecting the IFAA are discussed and proposals to change the IFAA Book of Rules are voted on.

IFAA Tournaments

At tournaments, it is the International Rep’s responsibility to attend the Delegates Briefing and relay the information given by the hosts to IFAF members in attendance. IFAA Delegates must also be prepared to

1. Volunteer for the Protest Committee, which is required for every IFAA tournament.
2. Attend the IFAA Delegates reception hosted by the event organisers.
3. Be a point of contact for members during the tournament and provide assistance as necessary.

IFAA Technical Committee Enquiries

When a technical enquiry is received, make every effort to answer it using source material available from the IFAA. When the answer is unclear or unknown, send an email to the IFAA Secretary asking for referral to the IFAA Technical Committee for expert opinion. Include the original question and any supporting documents, webpage links, etc. provided by the enquirer and located from your own research to assist with the review process.

Once a reply is received, share it with the enquirer. Also notify the IFAF Committee as the clarification may need wider distribution within IFAF to prevent confusion and/or maintain rule IFAA compliance.

IFAA Contact Information

- IFAA Executive Committee

- o President: Martin Koini – president@ifaa-archery.org
- o VP-Sport: Steve Kendrick – vp-sport@ifaa-archery.org
- o VP-Development: Marietjie Fryer – vp-development@ifaa-archery.org
- o Secretary: Lynn Ellingworth – secretary@ifaa-archery.org
- o Treasurer: Tim Stone – treasurer@ifaa-archery.org
- IFAA EU Committee
 - o IFAA-Europe Chairperson: Sebastian Vanky – vanky@misz.hu
 - o IFAA-Europe Secretary: Saskia Bower – saskia@ifaa-europe
- IFAA Instructor Forum
 - o Director Training and Coaching (DTC): Johan van Dongen – dtc@ifaa-archery.org

UK & Ireland Field Archery Championship (UKIFAC)

UKIFAC Committee

The International Rep is a member of the UKIFAC Committee along with the IFAA Reps of the other five member nations; England (EFAA), Northern Ireland (NIFAA), Scotland (SFAA) and Wales (WFAA).

The contact details of the members of the UKIFAC Committee are as follows:

- EFAA - Alec James: alecjames1180@aol.com
- SFAA - Bob Tweedy: sfaatournaments@gmail.com (alt. info@sfaa-ltd.com)
- WFAA - Sandra Anderson: sandralongbow@gmail.com
- NIFAA - William Wells: williamrobertwells@gmail.com

The UKIFAC Committee meets annually at each tournament, usually on Saturday, after the days' shoot ends. At the meeting, items such as

- Matters affecting the event are discussed and
- Changes to the UKIFAC Agreement are voted upon.

The International Rep should be an active member of the UKIFAC Committee and keep the IFAF Committee informed about any matters arising in relation to the tournament.

IFAF & UKIFAC

In advance of the tournament being held in Ireland, the Executive Committee will seek UKIFAC Tenders to host the tournament from Clubs on behalf of IFAF. The International Rep will provide the Executive Committee and Clubs seeking to host the event with any information required about the tournament.

Once the host club has been selected by the Executive Committee, the International Rep should

1. Assist the host Club, as required.
2. Act as a point of contact between the Club and the UKIFAC Committee for any event-specific matters that are not contained within the UKIFAC Agreement.
3. Update and maintain the UKIFAC section of the IFAF website for the duration of the event

4. Assign the UKIFAC email address (ukifac@ifaf.ie) to the Hosts from bid award to wrap-up
5. Estimate the number of
 - a. Medals required
 - b. Championship patches required
6. Liaise with the Committee and the Club about IFAF:
 - a. Ordering Event specific UKIFAC medals
 - b. Providing B and C-Class medals
7. Liaise with the Committee and Steve Kendrick (EFAA) about ordering patches
8. Liaise with the UKIFAC Records Officer to update records post event (the office holder is specified in the UKIFAC Agreement).