



IFAA INSTRUCTION PROTOCOL

(Corrected: 2016/10/01)



The instruction program for which this protocol is written is not intended to replace existing national or club instruction courses, but is to be used to evaluate and accredit these courses and those who instruct in these courses against a fixed set of IFAA standards. The choice to accept or not accept such accreditation lies with each individual National Member Association.

National Member Associations that have no archery instruction structure or wish to change their structure may choose to accept the IFAA instruction manuals and the Protocol as the basis for their instruction program.

This protocol shall serve to outline the manner in which IFAA instruction is managed and conducted.

1. TERMS

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| a. IFAA Director of Training and Coaching (DTC): | The person directing the IFAA Training and Coaching program in terms of her/his appointment by the IFAA President. |
| b. Instructors' Forum: | The controlling body for IFAA instruction composed of Master Instructors under leadership by the DTC. |
| c. Master Instructors: | 1: The persons who attended the once off IFAA Academy for Master Instructors in Yankton in 2011.
2: Selected Level 3 Instructors who have passed the Master Instructor Certification Course. |
| d. IFAA Instructors: | Persons who are accredited by the Forum and have in their possession a valid accreditation certificate. |

2. THE RESPONSIBILITY OF IFAA INSTRUCTORS AND THE FORUM:

- a. To maintain a minimum level of instruction as intended by this protocol and assure that only suitable persons become IFAA accredited instructors.
- b. To improve the level of competence through the distribution of new articles concerning modern and traditional equipment, improving instruction and coaching techniques, and other.
- c. To give guidance to instructors and National Associations on matters pertaining archery instruction and coaching.
- d. To keep record of all IFAA accredited instructors.
- e. To regularly inform IFAA Executive on matter pertaining archery instruction.

3. INSTRUCTORS' FORUM (from here on referred to as "FORUM")

- a. The initial Forum shall consist of Master Instructors who followed the once off course in Yankton in 2011, under leadership of the DTC.
- b. The Forum shall consist of six IFAA Master Instructors and the DTC together. (7 total).
- c. The Forum shall be elected every 4 years from the IFAA certified Master Instructors. When the members' number drops below six, the existing Forum members shall elect new members from the IFAA Master Instructors.
- d. The Forum may remove a member by a simple majority vote with reason(s) stated. The IFAA

Executive shall be informed of such decision.

e. Functions of the Forum

- To lay down rules of instruction and from time to time amend such rules if so required.
- To issue Instructors' certificates, signed by the DTC
- To receive notices by Member Associations of formal instructors' courses, to accredit such courses if in compliance with the Protocol and to accredit the instructors who complete these courses successfully.
- To accredit Master Instructors.
- To keep record of all accredited IFAA instructors.
- To issue a bi-annual budget to develop and maintain instruction to the IFAA President for his consideration and approval by the IFAA Treasurer and the World Council.
- A national member association may request financial assistance from the Forum to host courses for Level 3 instructors. The Forum to submit their recommendation of successful requests to the IFAA Executive for approval.

Note: Such request for financial assistance is mainly to cover the costs of sending a Master Instructor, i.e. transport, accommodation, meals, etc. Instruction at Level 1 and Level 2 is done by a level 3 Instructor who is a member of that Association and is seen to be of a national nature.

- To remove the Instructor's licence/certificate of any IFAA certified Instructor on the basis of:
 1. Behaviour unbecoming an instructor or coach.
 2. Bringing the status of IFAA certification and certification procedures in disrepute.
 3. Non-compliance with the requirements as stated in the Protocol.
 4. In the event of removal a process similar as described under Article VII of the IFAA Constitution will be followed.

4. RULES ON INSTRUCTION

- a. Rules of instruction are based on the principle that an individual may approach his/her Member Association to receive adequate instruction in the sport of archery and in doing so may become an instructor in his/her own right.
- b. Any person who wishes to become an IFAA accredited instructor shall follow the Level 1 to Level 3 courses, irrespective of experience obtained as an instructor or coach with another association.
- c. The Member Association has the duty to assure that such an individual complies with the minimum requirements that a set out in the Protocol, failing which the request shall be denied.
- d. In the event that a Member Association cannot fulfil an individual's request of instruction, such Member Association shall approach the IFAA Instructor's Forum for assistance with such instruction.

Note: A Member Association that has no level 3 instructors to train level 1 and level 2 instructors shall contact the Forum to request the assistance of a certified level 3 instructor or Master instructor.

- e. The authority of hosting a level 1, level 2 or level 3 instruction course lies with of the Member Association. Individuals or clubs that wish to host such courses shall approach their national authority.
An IFAA instructor shall also approach the national authority for approval if he/she wishes to host an instruction course, giving full details of the course and people attending.
- f. The Member Association shall inform the Forum of intended instruction courses, giving full details of the course, of attendants and instructor(s) and request accreditation of such course. The National member association will certify in writing to the Forum that each person in the course complies with the minimum experience and other standards as laid down in this protocol. The Forum may reject such request with stated reason(s).
- g. Instructors who have successfully completed an IFAA course shall receive a Certification.

5. LEVELS OF INSTRUCTION

The IFAA shall recognise the following levels of instruction:

a. Basic Instruction-Part 1

Normally a short course over 3 or 4 sessions to introduce a person to the basic principles of archery, using club or personal equipment, hosted by clubs.
The course is accessible to any person interested in archery.
Instructor level: Level 1 or higher



b. Basic Instruction-Part 2

This is an “add on session” for IFAA specific games and shooting styles, including participation in a short IFAA Field/Hunter/Animal/3D Round and/or an IFAA Indoor Round.

Basic Instruction level 1 and level 2 can be combined as a single course.

Instructor level: Level 1 or higher

c. Intermediate Instruction

This is instruction with detailed attention to improve a person’s archery skills.

Instructor level: Level 2 or higher.

d. Advanced Instruction

This is high performance instruction with detailed attention to improve a person’s archery skills.

Instructor level: Level 2 or higher.

e. Level 1 instructors’ certification course

A two day intensive course to become an IFAA certified level 1 instructor.

Instructor level: Level 3 or higher.

Maximum attendance per course: 15 candidates. 1-10 candidates: One instructor will be required. 11-15 candidates: two instructors will be required.

Minimum requirements for attendance:

- To be a registered member of an IFAA member association.
- Has attended local and national sanctioned Field tournaments for more than 2 years prior to the course. Archers who shoot indoor tournaments only by choice do not qualify under this requirement.
- Physically challenged archers with limited access to outdoor ranges may attend this course at the discretion of the Forum.
- Regularly shoot local and national tournaments whenever possible.
- Hold a valid classification score card.
- Compliance to local law requirements, i.e. police clearance, etc.
- Be of legal age. (*As defined by the country of residence (Normally 18 years)*)



Attendance of a course may not exceed ten persons when hosted by a single instructor. This number may be increased to fifteen persons if two instructors host the course together.

f. Level 2 instructors’ certification course

A one day or two days intensive course to become an IFAA certified level 2 instructor.

Instructor level: Level 3 or higher.

Maximum attendance per course: 10 candidates.

Minimum requirements for attendance:

- To be an active Level 1 instructor for a minimum of one year, regularly giving basic instruction to individual archers or groups.
- The same as the Level 1 instructor’s requirements.
- In the event that in the opinion of the course instructor a person is not experienced enough to attend the double course, this person shall attend the level 1 course and follow the level 2 course after obtaining a year experience as a level 1 instructor.



Attendance of a course may not exceed ten persons. If more than ten persons wish to attend this course, the course shall be split up in multiple courses, each under its own Instructor.

g. Level 3 instructors' certification course

A two day intensive course to become an IFAA certified level 3 instructor.

Instructor level: Master Instructor

Maximum attendance per course: 10 candidates.

Minimum requirements for attendance:

- The same as for a Level 1 instructor.
- To be an active Level 2 instructor for a minimum of one year, regularly giving basic, intermediate and advanced instruction to individual archers or groups.
- Hold a valid classification score card.
- Regularly shoot local and national tournaments when possible.

Note: A national association may nominate a Level 2 instructor to attend a level 3 Instructors' Course, but only those instructors who are deemed "suitable" by the Master Instructor and the Forum may become level 3 IFAA certified instructors.

Attendance of a course may not exceed ten persons. If more than ten persons wish to attend this course, the course shall be split up in multiple courses, each under its own Master Instructor.

Level 3 Instructors are required to keep themselves informed of the latest training techniques and archery equipment as well as any directives by the Forum.

h. Master instructor certification course

An intensive course organized by the Forum to become an IFAA certified Master instructor.

Master Instructors will be selected by the Forum from Certified Level 3 Instructors on the basis of:

- Knowledge (additional instruction courses, IFAA rules and regulations, etc.)
- Achievements (Quality of instruction, success by archers in his courses, etc.)
- Commitment to the sport, especially in relation to the IFAA games and attending national and international events.
- To be an active Level 3 instructor for at least two years and have run at least two Level 1 courses and at least one Level 2 course.

Master Instructors are required to keep themselves informed of the latest training techniques and archery equipment as well as any directives by the Forum. Master Instructors are also expected to attend national and international events whenever possible and assist the IFAA Executive whenever so requested.



6. EVALUATION OF NON-IFAA INSTRUCTION COURSES.

National Member Associations that have their own national instructors' and coaches' instruction program may approach the Forum to obtain an IFAA accreditation grading. Archers who have completed a course so graded may apply to the Forum for an official IFAA instructors' certification.

To obtain such IFAA accreditation for an instructors' course, the national association shall apply to the Forum in writing and submit the following information:

- An electronic or hard copy of the manual(s) used in the instruction course.
- A copy of the IFAA Level 3 or Master accreditation of the course instructor(s).
- A written undertaking to inform the Forum of any changes in course instructors and amendments in course manuals.

Applicants for an official IFAA instructors' certificate must comply with the minimum requirements as is laid down under Article 5 of the Protocol and hold a valid classification card.