



## Policy for Missing a Required Event

Updated: April 2024

In the unpreventable situation that an athlete is not able to compete in a required United States Archery Team (USAT) event they can lose ranking points and be determined ineligible to receive a U18, U21, 50+ or Barebow USAT ranking or Senior or Para National ranking per the USAT Selection Procedures. In addition, an athlete may lose their direct athlete support or Elite Athlete Health Insurance for failure to maintain a national ranking. Given the serious implications an athlete may face for missing a required USAT event, this policy provides a process to request an exemption for missing a required USAT event.

This policy provides a process for two types of situations in which an athlete may request an exemption for missing a required USAT event:

- Where prior knowledge exists for an athlete not to attend the required USAT event, and
- Where an emergency occurs preventing the athlete from competing in the required USAT event

Exemptions may be requested for the following reasons:

1. Required military service
2. Death in the immediate family: The athlete's partner, parents, children, stepchildren, fostered or adopted children, siblings, grandchildren, or grandparents, of either you or your Partner are considered immediate family.
3. Serious Injury or illness preventing the athlete from competing. Serious injury or illness is defined as one of the following:
  - a. Injury or illness requiring emergency medical treatment where the athlete is hospitalized for one or more days that prevents an athlete from traveling or competing at the required event.
  - b. Injury or illness requiring emergency medical treatment where the athlete is treated by a physician and not allowed to compete due to doctor's orders.
4. Representing USA Archery at an approved international event and/or quota event that conflicts with or overlaps the required event. Approved International Level Events and/or Related Quota Events include: The Youth World Championships, World Games, World University Championships, World University Games, World Archery Championships, World Archery Field Championships, World Archery 3D Championships, World Archery Para Championships, Junior Pan American Games, Pan American Games, Para Pan American Games, Youth Olympic Games, Paralympic Games and Olympic Games and or related quota events.

5. **Other serious extenuating circumstances** approved by the Review Committee. Examples of serious extenuating circumstances include but are not limited to sudden onset illness or serious injury in the athlete's immediate family. Participation in another archery organizations events will not be considered a serious extenuating circumstance.

**Review Group:** The review group responsible for reviewing exemption request will include the USA Archery CEO, National Head Coach, Assistant National Head Coach, Para National Head Coach, the USA Archery Representative and Alternate to the Team USA Athletes Commission, the Chair(s) of the USA Archery Athletes Advisory Council and the Chair(s) of the Para Athletes Advisory Council.

**Review Group Process:** When an exemption request is received, the Review Group will schedule a time to meet virtually or via phone to review and discuss the exemption request and supporting documentation. The review group must include 33.33% athlete representation. The decision regarding the exemption request will be published on the National Rankings webpage at [www.usarchery.org](http://www.usarchery.org) within one business day, so that other athletes may be informed of the decision.

#### **When to File an Exemption Request Form**

A. **Prior Knowledge/Non-Emergency Situation**

1. If the athlete has prior knowledge that they will not be able to compete in the required event due to a reason listed in this policy, the athlete should submit the Request for Exemption Form (See Appendix A) to USA Archery at [highperformance@usarchery.org](mailto:highperformance@usarchery.org) as soon as the reason is known.
2. If the request is submitted more than three (3) days before the start of the required event, the request will be approved or denied within two (2) days of receiving the Exemption Request Form.

B. **Emergency (Within 24 Hours of the Event Start Time)**

1. In the event of an emergency the athlete must submit the Exemption Request Form (See Appendix A) to USA Archery at [highperformance@usarchery.org](mailto:highperformance@usarchery.org) no later than five (5) days after the start of the event.
2. The request will be approved or denied within five (5) business days of receiving the Exemption Request Form

#### **False Reporting/ Misrepresentation**

Requesting an exemption under false pretenses or intentionally misrepresenting an emergency or non-emergency situation is prohibited under this policy and may be subject to disciplinary action pursuant to USA Archery's Disciplinary Proceedings and Grievance Policy.

### **Substituted Ranking Point Calculations Explained**

If an athlete's request to miss a required USAT event is approved by the Review Group, ranking points will be calculated as follows:

#### SENIOR AND BAREBOW RANKING POINTS

Any approved absence from the required USAT event for reasons other than attending an approved international event or related quota event will result in allowing the athlete to substitute their 3rd best USAT Event Placement Points for the required event that was missed. The substituted 3rd best USAT Event Placement Points will remain in place of the required USAT Event Placement Points until the conclusion of the required event the following year.

**NOTE: Senior athletes who miss a required USAT event due to attendance at an approved international event or related quota event must reference the Senior USAT Selection Procedures for information on how Senior national ranking points will be calculated.**

#### U21, U18, 50+ and PARA RANKING POINTS

Any approved absence from the required USAT event will result in allowing the athlete to substitute their 2nd best USAT Event Ranking Points for the required event that was missed. Substituted USAT Event Ranking Points will remain in place for the required USAT Event through the remainder of the calendar year.

**APPENDIX A**

**POLICY FOR MISSING A REQUIRED EVENT**

**EXEMPTION REQUEST FORM**

1. Athlete First and Last Name:
2. Athlete Email Address:
3. Athlete Phone Number:
4. Please select the reason you are requesting an exemption to miss a required USAT event:

**A. Required military service**

Start Date of Service:

Please attach a copy of your military orders with your form submission.

- B. Death in the immediate family:** The athlete's partner, parents, children, stepchildren, fostered or adopted children, siblings, grandchildren, or grandparents, of either you or your Partner are considered immediate family.

Please list your relationship to the person who passed away:

Date of Passing:

- C. Serious Injury or illness preventing the athlete from competing.** Serious injury or illness is defined as one of the following (Please select one):

Injury or illness requiring emergency medical treatment where the athlete is hospitalized for one or more days that prevents an athlete from traveling or competing at the required event.

Injury or illness requiring emergency medical treatment where the athlete is treated by a physician and not allowed to compete due to doctor's orders.

Please attach proof of hospitalization or a copy of the doctors' orders, which prevent you from competing with form submission.

- D. Representing USA Archery at an approved international event and/or quota event that conflicts with or overlaps the required event.** Approved International Level Events and/or Related Quota Events include: The Youth World Championships, World Games, World University Championships, World University Games, World Archery Championships, World Archery Field Championships, World Archery 3D Championships, World Archery Para Championships, Junior Pan American Games, Pan American Games, Para Pan American Games, Youth Olympic Games, Paralympic Games and Olympic Games and or related quota events.

1. Please list the international or quota event name:
2. Please list the international event or quota event date(s):

E. Other serious extenuating circumstances approved by the Review Committee. Examples of serious extenuating circumstances include but are not limited to sudden onset illness or serious injury in the athlete's immediate family. Participation in another archery organizations events will not be considered a serious extenuating circumstance.

1. Please describe your serious extenuating circumstance:
2. When did you become aware this serious extenuating circumstance?
3. What if anything, have you done to mitigate this circumstance?
4. If you are not granted the exemption what hardship will you endure, if any?

I hereby attest that my request to miss a required USAT event is submitted in good faith and in accordance with the terms set forth in the Policy for Missing a Required Event.

Athlete Signature:

Date: