



## **Policy for Missing a Required Event**

**Updated: May 2025**

In the unpreventable situation that an athlete is not able to compete in the required United States Archery Team (USAT) Series Event they can lose ranking points and be determined ineligible to receive a national ranking per the USAT Selection Procedures. In addition, a Senior or Para 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 the required USAT Series Event, this policy provides a process for athletes competing in the Senior, Para, 50+, U21 and U18 categories to request an exemption for missing the required USAT Series Event (Hereafter, the “REQUIRED EVENT”).

This policy provides a process for two types of situations in which an athlete may request an exemption for missing the REQUIRED EVENT:

- Where prior knowledge exists for an athlete not to attend the REQUIRED EVENT, and
- Where an emergency occurs preventing the athlete from competing in the REQUIRED 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 include: The Youth World Championships, World Games, World University Championships, World University Games, World Archery Target 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 group. 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 and 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 form is received, the review group will discuss and vote via email, except when an exemption request form is received for "other serious extenuating circumstances". For "other serious extenuating circumstances" requests, 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 at minimum 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) for transparency.

#### **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 must submit the Exemption Request 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 Exemption Request Form is submitted less than three (3) days before the start of the REQUIRED EVENT, it is not guaranteed the review group will issue a decision prior to the start of the REQUIRED EVENT.

##### **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 REQUIRED EVENT.
2. The request will be approved or denied within ten (10) 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 the REQUIRED EVENT is approved by the review group, ranking points will be calculated as follows:

#### **A. SENIOR RECURVE AND COMPOUND RANKING POINTS**

Any approved absence from the REQUIRED EVENT will result in allowing the athlete to substitute their 3rd best USAT Series Event Placement Points for the REQUIRED EVENT that was missed. The substituted 3rd best USAT Series Event Placement Points will remain in place of the REQUIRED EVENT Placement Points until the conclusion of the REQUIRED EVENT the following year.

**NOTE: The Senior Recurve and Compound USAT Selection Procedures define how Senior Recurve and Compound national ranking points will be calculated for athletes who miss a non-required USAT Series Event due to attendance at an approved international event and/or related quota event.**

#### **B. U21, U18, 50+, SENIOR BAREBOW and PARA RANKING POINTS**

Any approved absence from the REQUIRED EVENT will result in allowing the athlete to substitute their 2nd best USAT Series Event Ranking Points for the REQUIRED EVENT that was missed. The substituted 2<sup>nd</sup> best USAT Series Event Placement Points will remain in place of the REQUIRED EVENT Placement Points until the conclusion of the REQUIRED EVENT the following 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:

Examples of serious extenuating circumstances include but are not limited to travel restrictions imposed by the government due to natural disasters that prevent an athlete from traveling to an event or 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: