

ARCHERY CANADA

# CANADIAN INDOOR 3D CHAMPIONSHIP HOSTING MANUAL



2019 Edition

## Table of Contents

- 1.0 Introduction
- 2.0 Archery Canada and Host Committee Agreement
- 3.0 Event Preparation
- 4.0 Marketing & Promotion Guidelines
- 5.0 Event Schedule
- 6.0 Facility Requirements
- 7.0 Registration and the Registration Package
- 8.0 3D Courses
- 9.0 Opening Day
- 10.0 Scheduling Shooting Times
- 11.0 Banquet & Entertainment
- 12.0 Grand Prix Shootoff
- 13.0 Closing Day Ceremonies
  
- Appendix A: Technical Delegate's Position Overview
  
- Appendix B: Sample Course Schedules

## 1.0 INTRODUCTION

This Hosting Manual has been prepared to assist those archery clubs that have volunteered to host an Indoor National 3D event. It is intended to act as a guideline to the benefit of the host club for organizing, developing and successfully running an Archery Canada (AC) National Indoor 3D Archery competition.

The Indoor 3D National Championship is a three-day event and usually occurs over a weekend, in either March or April of that year. Most competitions are very flexible and the programs are only limited by the organizers imagination and energy. Modifications to the opening and closing ceremonies and other extracurricular activities are encouraged; however, there are some functions that are considered standards and should be maintained. The AC Host Agreement will identify those items.

The AC Vice-President (VP) of 3D Programs is available for consultation on a continuous basis for all National level 3D competitions. Consulting with the previous year's chairperson is also advisable if this option is available. If the future host clubs are known it is suggested that the proposed chairperson or designate attend the previous year's events to obtain some insight into the organizational needs and potential problems. AC will provide expertise in a Technical Delegate (TD) and/or the VP 3D.

## 2.0 ARCHERY CANADA AND HOST ORGANIZING COMMITTEE AGREEMENT

Any club that is interested in hosting the Indoor 3D National Championship must submit its bid to the Provincial/Territorial Association for endorsement. Once the Provincial/Territorial Association has written a letter of support for the club the bid should be sent to Archery Canada through the [VP 3D](#) and [Executive Director](#). Once the club's bid has been accepted by the AC Board, the host committee and AC enter into negotiations for the smooth running of the championships.

Immediately after the bid is won, the AC office will forward a copy of the host agreement to the Host Organizing Committee (HOC). This agreement is a two-way process. The host committee must read over the terms, ask any questions to clarify the document, sign it and return it to AC for signature as soon as possible. The committee and AC may negotiate any part of the contact to their mutual satisfaction. This will allow the host club the opportunity for an early start to a successful event.

The agreement delineates all of the responsibilities of the Host Club and AC. It also places deadline dates or milestones for completion of each stage on the agreement. It should be used as a guide to schedule all activities leading up to the time of the event, such as: selection of host hotel, host car rental agency, competition site identification, appointment of the director of shooting, appointment of 3D Judges and identification of sponsors.

## 3.0 Event Preparation

### 3.1 The Master Plan

---

The following is a suggested concept for the preparation and completion of the event. The experience of the committee members, the type of facilities and the equipment already in place

will extend or shorten the timeline. The anticipated number of competitors, budgets, facilities, and committees required are factors in planning such an event.

The committee in charge, preferably, should be established a minimum of two years in advance of the proposed event. Experience with event formats, amount of equipment currently available, and a core of volunteers readily available will allow for a smooth flowing event. Prepare estimates of anticipated number of archers, course layouts, necessary facilities, and budgets, in order to determine what will accommodate the requirements. You should consider sending as many members as possible to the event the previous year(s). Archery Canada can also provide examples from previous years for the HOC to review.

### **3.2 Host Organizing Committee**

---

Striking the HOC is a very critical starting point. Choose people who have some background in their selected area of expertise, are knowledgeable, energetic, and committed to putting on a commendable and memorable event. Just being an archer is not enough.

The committee should consist of as many people as possible with specific responsibilities assigned to reliable and strong volunteers. Suggested positions are as follows:

- Chairperson
- Treasurer/Secretary
- Director of Shooting (Archery Canada to approve): DOS is not permitted to shoot in the tournament.
- Course Committee (includes organizing Grand Prix): Members of this committee are not permitted to shoot the tournament
- Registration Committee (should be computer savvy)
- Events Committee (includes Opening & Closing Ceremonies, Banquets, entertainment etc.)
- Results Committee
- Marketing Committee (includes promotions and media)
- Logistical Committee (Includes Food, organizing washrooms, etc).
- Merchandising Committee
- Fundraising Committee

These may not be all inclusive or someone may wish to take on more than one responsibility. Generally, this describes the members of the main committee or chairs of each sub-committee that are required to make the event successful. It depends on the facilities and materials that exist, the experience of the members and the size and type of event. Some jobs must be completed before the event; others continue from the preparation stage through to the end of the event, and others start when the event gets underway. Most areas require planning, testing and rehearsal, which must be included as part of the master plan. Having a large pool of volunteers is recommended.

## 4.0 Marketing & Promotions Guidelines

For the purposes of marketing this annual event it shall be known as the (year of occurrence) Canadian Outdoor 3D Archery Championships. Archery Canada must approve the bilingual event logo prior to any marketing activity. This logo should appear on all print advertising such as event posters and flyers. The event logo is required to include the AC logo in some capacity, ensure it is included in the design process. All event publications should also include the AC logo.

### 4.1 Promotion of the Event

---

The posting and maintaining of a web site is very important to the success of the event. Archery Canada is currently in the research and development phase of creating a stand alone website, in conjunction with the current Archery Canada webpage, to be used by future hosts, so the infrastructure will always be available.

AC will work closely with the Organizing Committee to promote the event from the announcement of the championships. Space will be made available on the AC Website, with links or space for the tournament website and or entry forms. Important announcements concerning the event can be made in AC's monthly newsletter, as well as promoted through their social media channels.

Corporate support and donations can add much to the event. It takes a great deal of time to contact and follow up with corporate sponsors. A sub-committee of persistent individuals is needed.

Local media should be contacted as soon as possible and involved in the planning process; a media rep is an important committee position. You have a much better chance of success with a local sponsor if they have heard about the event beforehand and elsewhere.

Sponsor banners, both AC and corporate, should be displayed. Local archery retailers can be asked to provide service and sales on-site. It is highly encouraged to check your local bylaws for on site sales, before any agreement is made with a potential sponsor.

AC may assist with soliciting sponsors that are national or international, with input from the host club. The Host Club can also solicit for vendor booths and set fees. However, vendors that are direct competitors to AC sponsors will not be allowed. The Host Club will also display AC sponsor banners on site at locations as determined by AC. One such vendor booth can be the following year's Host Club for the Canadian 3D Archery Championships. This space can be donated. The Host Club should not overlook the possibility of municipal or provincial grants to help fund the event.

## 5.0 Event Schedule

Since this is typically an event that has two days of shooting, there are two possible formats depending on the number of courses set up. These are:

**Table 5.1 Sample Schedule for 4 courses with 20 targets**

Day 1 <i>(Friday)</i>	AM	Set Up
	PM	Open Practice Area Registration & Equipment Inspection
Day 2 <i>(Saturday)</i>	AM	Open Practice Area Registration & Equipment Inspection Opening Ceremony
	PM	Round 1 Round 2 Round 3 Banquet (if desired)
Day 3 <i>(Sunday)</i>	AM	Round 4 Grand Prix Shoot Offs
	PM	Medal Presentations Closing Ceremonies

**Table 5.2 Sample Schedule for 2 courses with 27 targets, and 1 course with 26 targets**

Day 1 <i>(Friday)</i>	AM	Set Up
	PM	Open Practice Area Registration & Equipment Inspection
Day 2 <i>(Saturday)</i>	AM	Open Practice Area Registration & Equipment Inspection Opening Ceremony
	PM	Round 1 Round 2 Banquet (if desired)
Day 3 <i>(Sunday)</i>	AM	Round 3 Grand Prix Shoot Offs
	PM	Medal Presentations Closing Ceremonies

## **6.0 Facility Requirements**

### **6.1 Typical Facility**

---

The facility(s) must be large enough to hold four (4) courses of twenty (20) targets each or two (2) courses of twenty-seven targets and one (1) of twenty-six targets. The maximum distance of a target is fifty (50) yards (you do not need to be able to shoot 50 yards for a facility to be acceptable to host the event). The building(s) must also have room for the opening ceremonies, practice range, closing ceremonies, registration area, equipment inspection area, bow case storage area, display area, results processing area, and concession area.

### **6.2 Other Considerations**

---

#### **6.2.1 Food Services**

Food services can be provided in a number of different ways. They can be staffed by host club members or contracted out to catering companies. Both have their advantages and disadvantages. It depends on how the host club wishes to respond to this requirement. Undertaking the task by the club requires dedication by club members to ensure that food is available for archers after they come off the various courses, sometimes all at the same time. This can also add to the overall income for the event. The other option is to contract out for these services. While there is no income, there is also no requirement for host club members to be occupied with this task. This is a host club decision. In any case local and provincial standards, requirements and by-laws must be respected.

If food will not be available on site, this needs to be advertised to the archers, and judges, so they can make arrangements to bring meals with them, as there will not be time for them to leave and return for the afternoon activities. It is strongly encouraged by AC that food be available during the event and if you intend on not having food this must be communicated in your initial bid to host the event.

#### **6.2.2 Washrooms**

Provision for public washrooms for competitor use during the event is essential. They can be provided at a central location such as the registration area. It is also strongly suggested that the possibility of portable washrooms that can accommodate wheelchairs or any spectators who need assistance.

#### **6.2.3 Spectator Viewing Area**

Spectator viewing areas should be considered for a portion of the 3D courses and the Grand Prix Shoot-Off. The Grand Prix Shoot Off could take place inside an arena. This is the opportunity to introduce archery to new archers and potential new club members.

#### **6.2.4 Medical Services**

It is very important that medical services be available on the grounds during the event. Local EMS, St. John's Ambulance, or Search and Rescue groups are more than willing to provide this service for a nominal fee. The HOC must design an Emergency Action Plan and have a trained

medic on site at all times a practice or competition is taking place with a minimum of Emergency First Aid Basic Fire Aid and CPR Level "C". A first aid station should be clearly identifiable on-site by all competitors and guests.

### **6.2.5 Canadian/Provincial Flags**

It is suggested that a location be determined for both the Canadian and provincial flags to be displayed. If the HOC does not have access to any Provincial or Canadian flags, AC can lend these to the HOC for use during the championships.

### **6.2.6 Bow Racks**

Bow racks are a must. They should be placed near the practice areas and along each of the courses.

### **6.2.7 Garbage and Recycling Receptacles:**

Receptacles should be placed near the meal areas, registration area, central meeting area, and on the 3D courses.

### **6.2.8 Chairs & Tables**

Chairs and tables will be required for any time that competitors need to eat, meet, and relax as well as for the opening ceremonies, closing ceremonies and medal presentations. Tables will also be needed for the registration tent, and potentially for scoring and judges.

### **6.2.9 Results Processing**

There should be a room supplied for the processing of all scorecards after each day's round(s). This room should have tables and chairs, electricity and a phone line. There should be at least two (2) data entry volunteers and two (2) results posting volunteers. This room should be equipped with scorecards, a stapler, pens, paper, computers, and a printer. An area to display competition results should be close to the processing area. Results must be posted each day following competition on the club's website and or social media account.

### **6.2.10 Medal Presentation**

The presentation of the medals is an important function of the event. Podiums at various levels for the successful competitors to stand on while medals are being presented should be a consideration. Also, this should be staged in an area where all participants can view the presentations.

## **7.0 Registration and the Registration Package**

Registration will occur in two phases. Phase one occurs after the competitor registers for the event and phase two occurs during the first two days of the competition.

The phase one pre-registration package should be sent out to each competitor as soon as they registers for the event. Each competitor registers for the event by completing the registration form, a [template version](#) has been linked, and Archery Canada can provide a copy for use by the HOC. and submitting it If using the AC registration form, it should be clearly identified that

registration is official once payment is made, and outline how payment will be collected. It is very important that the competitor and not the Registration Committee select the competition category.

This package should include the following information:

- Registration confirmation letter
- Host province Tourism Guide
- Name of host hotel and information on how to make reservations
- Name of host car rental agency and reservation form
- Map illustrating competition site location
- Map of Province
- Local visitor guide

Past experience has found that the provincial tourism office will provide tremendous assistance, and may even cover the cost of postage for phase one registration packages. It is important that these packages get to competitors early so they can plan other activities in and around the 3D Nationals. This may be their first time to your Province and they may be joined by non-competitors as part of an annual vacation.

The phase two package will be picked up by competitors at the official registration desk. There will be two types of competitors: those that have pre-registered and those that will register at the event. Depending on the number of competitors, it may be desirable to establish a cut off number where no further competitors will be accepted. This will depend on how many competitors the 3D courses can accommodate during the competition.

This package should include the following material:

- Event schedule
- Location of all activities
- Local map
- 3D course layouts
- AC 3D Rules for competition
- Emergency information

Registration Personnel should be prepared to answer questions about the province and areas separate from the competition. Again, the provincial tourism office may be willing to provide some assistance for this portion of the event. This is also a good area for selling T-shirts, hats, and other memorabilia. It can also serve as the main information center for the remainder of the event.

Experience has shown that some archers can be poor planners. After attempting to ensure that archers pre-register to assist tournament committees, some archers will show up to register. It is a problem with which your committee will have to deal. You can set a „drop dead date. When you will not take any more registrations. However, as you reach some budgetary realities and you have someone with cash in hand it is difficult to turn them away. AC does not have a strict policy either way, but you should be aware of your options and discuss them early and often as the first day of shooting nears. Some potential options are, a drop dead date, early bird

registration fees, increasing registration fees the closer to the event, capping the number of walk on's etc.

## **8.0 3D Courses**

There shall be three (3) or four (4) separate 3D courses. The Canadian National Indoor 3D Championships will be comprised of four (4) courses of twenty (20) 3D targets for a total of eighty (80) targets or three (3) courses – one of twenty-six (26) and two (2) of twenty-seven (27) targets.

In accordance with the AC 3D rules, targets shall be set up to a maximum of fifty (50) yards from the shooting line. A second shooting line may be marked with a maximum of thirty (30) yards, or there may be enough targets on the course to accommodate the fifty (50) yard and thirty (30) yard archers.

The HOC is to determine the position of the shootings lines. Distance to targets must be within the limits of the 3D Rules and must be verified prior to the competition. It is suggested that the Director of Shooting (DOS) and judges verify that all targets are within the acceptable limits for the competition. In case of protests, a record of measured distances to all targets shall be kept by the DOS for the HOC. All shooting lanes must allow for a clear shot both vertically and horizontally of the inner ring from all shooting positions. Practice is not permitted on any of the 3D courses set out for competition.

Each course should have new 3D target or targets with new cores that have eleven (11) rings. All courses should have a variety of large, medium and small targets.

Each shooting station shall be numbered with the targets that are to be shot. Pictures of the targets with scoring rings outlined will be posted at each station. Each course shall be labeled either A,B,C, or D.

Allowing 1 1/2 hours for the archers to shoot the twenty (20) targets on one course or allowing 2 hours for the 27 or 26 target courses works very well. It is not necessary to have countdown systems. The courses can be controlled by a whistle. It is also not necessary the courses in different buildings run at the same time.

A course of 10 targets separate from the regular courses should be provided for the Peewee archers.

## **9.0 Opening Day**

Registration & Equipment Inspection for all competitors can take place on the Friday before and during the Saturday morning up to two (2) hours prior to the start of the event. The registration package contents shall be as described in Section 7. These packages should be made up prior to the date required and labeled with the competitor's name for ease of identification. All competitors must be registered before the deadline as set by the host club in order to allow enough time to place them in groups and assign a specific starting target.

Equipment inspection is mandatory. Some form of tape should then be placed over the limb bolt to indicate that it has not been tampered with during the event. Bow scales and arrow scales shall be required for measurement.

Scorecards are required to be prepared with competitor's name and the archers assigned into groups. The template for the AC scorecards can be found on the AC web site. It is suggested that similar shooting categories be grouped together and that a province not be represented more than once in each group if possible. This will provide the opportunity for the meeting of fellow archers from across Canada. Scorecards should be turned in at the end of each round of shooting for recording purposes.

The distance practice areas are to be opened early in the morning to allow competitors ample time to practice. These areas should have practice butts placed at distances up to 50 yards if possible.

Opening Ceremonies may take place before archers are sent to their respective initial shooting positions or between the first and second shooting time. An area for the 3D National dignitaries shall be provided. The 3D National dignitaries shall include, but not be limited to: the President of the hosting provincial association or appointed representative, host club 3D Nationals chairperson, AC VP of 3D, and the President of AC, if they are in attendance. The host club shall organize the format to declare the 3D Nationals open.

## **10.0 Scheduling Shooting Times**

It is important to schedule the shooting groups so that the archers from the same category shoot at the same time and, if possible, on the same course. Additionally, it is preferable to have archers from different Provinces and/or Territories in the groups.

With four courses and four archers per group, it is possible to schedule 224 archers at one time. With three courses, 216 archers can be scheduled.

This takes some time and organization, but is worth it in final analysis. The archers who shoot from the 30 yard line can be combined. It is preferable to group the men and women into their own groups if possible. For the archers that shoot from the 50 yard line, it is often possible to have all of the women shoot on the same course at the same time. The most difficult to schedule are the men because they tend to be the largest groups. By counting the numbers in each category, the organizer can usually combine them to form groups.

If the HOC decides to allow for walk on registrants, it is important to plan for accommodating these archers by leaving a station open, or some groups open.

See Appendix B for sample schedules.

## **11.0 Banquet & Entertainment**

Although it is not required, the Host Committee may organize a banquet for all of the competitors on Saturday evening. It is suggested that the main meal item be something that the province hosting the event is well known for its preparation of. Beer and liquor can be sold and is usually a money-maker for the event.

The banquet can be supplemented with some form of entertainment that is suitable for all age groups. Consideration must be given to the fact that children will be in the audience. Again, local provincial talent is suggested.

This is a good opportunity for draws for competitor prizes as most competitors will be in attendance. If vendor booths are present, this is an excellent opportunity for viewing by all competitors.

## **12.0 Grand Prix Shoot Offs**

The Host Committee will receive four (4) Grand Prix award plaques from the AC office to present to the winners at that event. There will be two (male and female) Grand Prix events for the cadet, junior, and adult archers who shot the maximum fifty (50) yard distance and two (male and female) for the cadet, junior, and adult archers who shot the thirty (30) yard distance.

The primary philosophy behind the Grand Prix Shoot-Offs is that they are a spectator and media event. A location that is both spectator and media friendly is strongly suggested. It is recommended that the Grand Prix Shoot-Offs are held in an area where easy viewing and hearing of announcements is possible. The Grand Prix events should take place prior to the medal presentations on Sunday. This event should take place over a period of 1 1/2 to 2 hours to allow for the compilation of the final results from the National Archery Championships.

Once the competitors for the Shoot-Offs are known, it would be beneficial to obtain biographical information to be used during the announcing of the event.

## **13.0 Closing Ceremonies**

After the completion of the Grand Prix, the awards ceremony shall commence. It shall end with the presentation of the trophies for the Grand Prix. Typical protocol would have the dignitaries (see section 9) taking an active part in the medal presentations. The use of varying level podiums for the first, second and third place competitors to stand on while receiving their medals is required. The host club should have a printed list of all categories and the respective medal winners to assist those making the medal presentations. As soon as this list is available, it should be posted in an area for all competitors to view.

Before the final closing words, the next year's host club should have the opportunity to encourage all competitors to attend its event.

After all the ceremonies are completed, the AC VP of 3D and/or the President of AC should have an opportunity to say a few words and thank those who assisted with the making of a successful event, and declare the championships officially closed.

## Appendix A

### Technical Delegate's Position Overview

The role of the Technical Delegate (TD) is to be an advisor and resource to the club hosting the National Target/Field Championships. They will be acting on behalf of Archery Canada for 3 specific events – The National Outdoor Target Championships, the National Field Championships and The Canadian Open.

Overall duties of the Technical Delegate, include:

- Leadership
- Liaise with the Organizing Committee, AC Staff and Executive Committee
- Liaise with the Chairman of Judges
- Facilitate communication between DOS, Chairman of Judges and Chair of Organizing Committee

#### Implementation

- Know the current rules governing the Championships (Target and Field) and the Canadian Open
- Use the AC Hosting Manual to follow-up on all tasks
- Work with the Organizing Committee as needed during the planning stages
- Review HOC meeting minutes and make suggestions/answer questions as required
- Be “on site” prior to the event to assist with last minute requirements
- Be proactive to recognize and avoid potential problems
- Assist with “problem solving” during the event

#### Specific areas of responsibility

- With AC Staff ,ensure that all entry forms & logos are correct
- With AC Staff & Judge Chairman, supervise Fred Usher Cup set up
- With AC Staff, Judge Chairman & HPC, supervise Canadian Open
- With AC Staff, Judge Chairman & HOC ensure the venues are set at correct distances for the age categories
- With AC Staff & HC, monitor score keeping and result reporting

## Appendix B Sample Course Schedules

Day 1

With three courses: (It is recommended to have 2 hours in between flights)

Course	A	B	C
9:00 a.m.	Group 1	Group 2	Group 3
11:00 a.m.	Opening Ceremonies		
12:00 p.m.	Group 4	Group 5	Group 6
2:00 p.m.	Group 3	Group 1	Group 2
4:00 p.m.	Group 6	Group 4	Group 5

With four courses: (It is recommend to leave 1 hour and 30 minutes between flights)

Course	A	B	C	D
9:00 a.m.	Group 1	Group 2	Group 3	Group 4
10:30 a.m.	Opening Ceremonies			
11:00 a.m.	Group 5	Group 6	Group 7	Group 8
12:30 p.m.	Group 4	Group 1	Group 2	Group 3
2:00 p.m.	Group 8	Group 5	Group 6	Group 7
3:30 p.m.	Group 3	Group 4	Group 1	Group 2
5:00 p.m.	Group 7	Group 8	Group 5	Group 6

The above times can be varied by the Organizing Committee.