

ARCHERY CANADA

# OUTDOOR 3D CHAMPIONSHIPS HOSTING MANUAL



2019 Edition

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## 1.0 INTRODUCTION

This Hosting Manual has been prepared to assist those archery clubs that have volunteered to host a 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 Outdoor 3D Archery competition. Each section should provide enough information to confidently organize and produce a very successful competition. This manual should be used in conjunction with the AC Field and Target Championships Hosting Manual when hosting all 3 events.

The 3D Nationals is a four-day event and usually occurs over the long weekend in August. 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, which should be maintained. The AC Host Agreement will identify those items.

AC will support and assist the Host Organizing Committee (HOC) by providing consultation for all national level competitions on a continuous basis. Consulting with the previous year's chairperson is advisable and it is highly recommended that the proposed chairperson or designate attend the previous year's events to obtain some insight into the organizational needs and potential problems. Archery Canada will provide expertise through their identified Technical Delegate (TD) and/or the VP 3D.

## 2.0 Championship Rotation

Effective 2007, AC will host all outdoor championships based off a rotational schedule, outlined in table 2.1. The outdoor championships consist of 3D, Field, and Target and the AC Open. Clubs interested in bidding to host one or all of these events in the appropriate year should contact their Provincial Sport Governing Body (PSO) for further information.

2019 SK	2020 PEI	2021 BC	2022 NB	2023 AB	2024 ON
2025 MB	2026 QC	2027 NS	2028 SK	2029 PEI	2030 BC

## 3.0 Archery Canada Host Committee Agreement

### 3.1 Contracts

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Once the club's bid has been accepted by AC, 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 typical host agreement to the host committee. The agreement is a two-way process. The host committee must read over the terms 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 Host Committee will be required to pay the tournament fee to AC as well as cover the costs of the 3D Championship medals. Archery Canada will initially issue an invoice based off the number of medals *requested*. Following the championships, AC will reissue the invoice to reflect the total number of medals used. The HOC can either pay the original invoice, and receive a reimbursement after the event, or wait until the final invoice is issued. All invoices must be paid within 30 days of receipt.

The agreement delineates all of the responsibilities of the HOC 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. In 2017, Archery Canada has begun to conduct monthly conference calls with the HOC to outline these deadlines, any upcoming deadlines, as well to ensure we are available to clarify any questions or concerns that occur.

At any point that AC feels that the host committee is not upholding their portion of the agreement the contract can be terminated.

## **4.0 Event Preparation**

### **4.1 Master Plan**

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The following is a suggested concept for the preparation and completion of the event master plan. 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 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 assist in providing information from previous years to help judge anticipatory numbers.

### **4.2 Host Committee**

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Selecting a host committee 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 people who will get the job done.

Suggested positions are as follows:

- Chair;
- Technical Delegate (appointed by AC);
- Treasurer/Secretary;
- Director of Shooting (to be approved by AC): DOS is not permitted to shoot in the tournament.
- Safety Officer (mandatory);
- Course Committee (includes 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 and Entertainment)
- 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.

## **5.0 Marketing & Promotion 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.

## 5.1 Promotion of the Event

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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.

## 6.0 Event Schedule

The 3D Outdoor National Championships event schedule does not include the Target and Field Championships, as these are run as separate events, sometimes by different clubs. Typically this event has taken place over the long weekend in August. This allows for the necessary time to carry out the event in a relaxed manner and the opportunity for competitors to socialize. The event proceeds in the following format over this weekend if four courses of 20 targets are used:

Day 1 (Friday)	AM	Course Set Up
	PM	Open Practice Areas Equipment Inspection & Registration Welcome BBQ AC 3D Committee Meeting
Day 2 (Saturday)	AM	Equipment Inspection & Registration Official Practice
	PM	Opening Ceremony Course # 1 Any social activity (BBQ, Banquet etc)
Day 3 (Sunday)	AM	Official Practice Course # 2
	PM	Course # 3
Day 4 (Monday)	AM	Course # 4
	PM	Grand Prix Closing Ceremony Medal Presentations Banquet

**Table 6.1 Sample Schedule A**

If three courses (27 targets, 27 targets, and 26 targets) are used, the following format may be followed:

Day 1 (Friday)	AM	Course Set Up
	PM	Open Practice Areas Equipment Inspection & Registration Welcome BBQ AC 3D Committee Meeting
Day 2 (Saturday)	AM	Equipment Inspection & Registration Official Practice
	PM	Opening Ceremony Course # 1 Any social activity (BBQ, Banquet etc)
Day 3 (Sunday)	AM	Official Practice Course # 2
	PM	White & Green Stake Grand Prix BBQ, Banquet, Entertainment
Day 4 (Monday)	AM	Course # 3
	PM	Orange Stake Grand Prix Closing Ceremony Medal Presentations Banquet

**Table 6.2 Sample Schedule B**

## 7.0 Facility Requirements

### 7.1 Typical Facilities

Typical facilities should include both outdoor and indoor facilities. The indoor facilities will be required to host the required meetings, banquet, and entertainment.

The outdoor facilities should include both 3D and marked butt practice areas, three or four complete 3D courses, on-site camping, and parking. The competition site should also be close to the host hotel, airport and public transit if possible. The competition site must also be marked with highly visible signs to direct people to the site from major transportation routes.

The opening ceremonies, closing ceremonies, and the Grand Prix events may be held either indoor or outdoor. Sufficient seating for spectators should be made available for these events.

## **7.2 Other Considerations**

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### **7.2.1 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.

### **7.2.2 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 be considered depending on the distance traveled from the registration area while on the 3D courses.

### **7.2.3 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.

### **7.2.4 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 Basic First Aid and CPR Level "C". A first aid station should be clearly identifiable on-site by all competitors and guests.

### **7.2.5 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.

### **7.2.6 Bow Racks:**

Bow racks are a must. They should be placed near the practice areas and the central meeting area.

### **7.2.7 Garbage and Recycling Receptacles:**

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

### **7.2.8 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.

### **7.2.9 Weather Protection:**

Weather protection is a must. There should be shelters placed at strategic locations on the courses and near the central meeting area. Any tents used, should also be securely fastened to the ground in case of unexpected inclement weather. It may also be desirable to host the closing ceremonies at an indoor location.

### **7.2.10 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.

### **7.2.11 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.

## 8.0 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 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 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.

## 9.0 3D Courses

There shall be three (3) or four (4) separate 3D courses. The Canadian National 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.

These courses shall take advantage of the natural terrain surrounding the competition site. In accordance with the AC 3D rules, targets shall be set up to a maximum of fifty (50) yards from the farthest shooting stake. All shooting stakes should be when possible in a straight line towards the target, which will avoid the potential of arrow damage from other angles.

The Host Club is to determine the position of the shootings stakes. 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 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 Director of Shooting for the host club. 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 targets or new inserts. All courses should have a variety of large, medium and small targets. Each target shooting station shall be numbered either:

- A. From one (1) to twenty (20) for identification and each course shall be labelled either A, B, C, or D. Each course shall have its own individual color that will be reflected on signage and score cards to reduce confusion.

or

- B. From one (1) through twenty-six (26) or twenty-seven (27) with the courses labelled either A, B, or C. Each course shall have its own individual color that will be reflected on signage and score cards to reduce confusion.

If possible, a clover leaf configuration of the courses is suggested with the center of the clover leaf being the central area for the competition. Consideration should also be given to the length of the trail leading to the shooting positions so that, over the period of the competition, no competitor shall continually have to travel long distances to his/her first shooting stake.

## 10.0 Opening Day

Registration 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 8. These packages should be made up prior to the date required and labelled 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.

The 3D and measured distance practice areas are to be opened early in the morning to allow competitors ample time to practice. It is not necessary for the 3D targets to be new; however, scoring circles should be clearly identifiable. A mixture of small and medium targets is suggested. There should be long and short shots.

Scorecards are required to be prepared with competitor's name and assigned into groups. The AC can supply a template to the Host Committee on request. 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 meeting of fellow archers from across Canada. After the cards are prepared, they should be placed on a table in accordance to the shooting category for competitors to pick up. This will speed delivery of cards. Scorecards should be turned in at the end of each round of shooting for recording purposes. A similar process for pickup of cards after recording should be followed each day.

Equipment inspection is mandatory. The Host Club should have a minimum of two chronographs available for equipment inspection before the event. 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 also be required for measurement.

Opening Ceremonies shall take place before archers are sent out to their respective initial shooting positions. 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. The host club shall organize the format to declare the 3D Nationals open.

### **11.0 3D Committee Meeting**

The AC 3D Committee meeting shall take place the afternoon prior to the first day of competition at 13:00 local time. This will allow the AC 3D Committee the opportunity to deal with any last minute concerns prior to the event. The host club shall arrange for a meeting room large enough to hold the chairman and the committee members, AC can provide all information as needed. Guests may attend at the invitation of their provincial representative, but may only speak if acknowledged by the chairperson. This is the only time that the AC 3D Committee has the opportunity to meet in person over the year. It is highly recommended that the host committee supply coffee, drinks and a small snack for the duration of the meeting.

### **12.0 Banquet & Entertainment**

After the completion of Round 1, it is advisable to host a banquet or barbeque for all of the competitors. 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/barbeque 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.

### **13.0 Grand-Prix Shoot Offs**

The Host Committee will receive 6 Grand Prix keeper plaques from the AC office to present to the winners at that event. The Grand-Prix rules are currently being reviewed by the Archery Canada Rules Committee, but technical guidance for this event will be provided to you by the assigned Technical Delegate.

The primary philosophy behind the Grand Prix event is that it is 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. It is suggested that the White Stake Grand Prix and the Green Stake Grand Prix take place on Sunday afternoon. The Orange Stake Grand Prix should take place prior to the medal presentations on Monday. This event should take place over a period of 1 1/2 to 2 hours to allow the compilation of the final results from the 3D National Archery Championships.

Once the competitors for the Shoot Off are known it would be beneficial to get biographical information to be used during the announcing of the event. If possible, hire a professional master of ceremonies. At the start, use the National Anthem as the opening for the Shoot Offs.

Awards for this event will be designed, purchased and delivered by Archery Canada prior to the event. A shipping address will need to be provided to Archery Canada ahead of time to ensure sufficient time for delivery. Ideally, Post Office Boxes should be avoided, if possible.

#### **14.0 Closing Ceremonies**

After the completion of the Grand Prix Shoot Off, the awards ceremony shall commence. It shall begin with the presentation of the trophies for the Grand Prix Shoot Off. Typical protocol would have event and community dignitaries 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 mandatory. The host club should have a printed out 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 years' host club should have the opportunity to encourage all competitors to attend its event. The Provincial and Canadian Flags should be passed to the Hosting committee of the Indoor Nationals for the next year.

After all the ceremonies are completed, the AC VP of 3D and/or the President of the 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.

#### **15.0 Post Event**

##### **Debrief Call**

Starting in 2018, Archery Canada has begun to hold an event debriefing call with the technical delegates, and the chair, or major volunteers, of the HOC. The purpose of these calls is to create a bit of a learning opportunity for Archery Canada about the event, and the process from the Host Committee's perspective. Questions asked will be along the following lines:

- What processes worked well?
- What processes were difficult or frustrating?
- What needs adjustments?
- Any suggestions we should consider for future events?

The goal of hosting these calls, are to learn how the event can be improved, and where Archery Canada could provide more support, if needed.

##### **Follow-up Reports**

The HOC is asked to submit a report to Archery Canada outlining their experience hosting the event, problems that occurred and suggestions for future events. Additionally a copy of their

budget should be included, as this would be very helpful information that Archery Canada can use to help guide future hosts. .

After the tournament, the person responsible for results tabulation must send a complete set of results to the AC national office for archiving. Score cards must be kept for a minimum of 60 days, then may be destroyed in consultation with the AC office and your TD.

## **Appendix A**

### **Sample Budget**

Below are just line items, to highlight areas that the HOC should consider and incorporate into their budgets. Archery Canada may be able to provide budgets from previous years, but HOC's should remember, that costs may vary in your local community.

#### **Areas of Revenue:**

Registration Fees, Sponsorships, on site BBQ, unofficial practice venues, merchandise etc.

#### **Expense Areas**

Facility Rentals

Banquet Location rental

Entertainment for Banquet (optional)

Banquet Entertainment

Printing, poster, pamphlets,

Scorecards

Expense to produce merchandise (Shirts, Pins, Hats, etc)

On Site Logistics - Portable Toilets, Targets, Water for archers, Tent Rentals, Chair Rentals etc.

Archery Canada Medals

AC Tournament Fee (\$500)

Concession

Judges - Hotel, transport