

Saskatchewan Archery Association Inc.

Provincial Championships

Hosting Manual



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## Additional:

- Host Committee Agreement
- Emergency Plan Template
- SAA Registration Reconciliation Form

## **1.0 INTRODUCTION**

This Hosting Manual has been prepared to assist those archery clubs that have volunteered to host an Indoor or Outdoor Provincial Championship event. It is intended to act as a guideline to the benefit of the host club for organizing, developing and successfully running a Provincial competition. Each section should provide enough information to confidently organize and produce a very successful competition.

The Saskatchewan Archery Association Inc. (SAA) is available for consultation for all Provincial level competitions on a continuous basis. Consulting with the previous year's chairperson is advisable, and 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. The SAA will provide expertise by having available Technical Delegates of an Officials Coordinator, Target & Field Coordinator and 3D Coordinator.

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 SAA Host Agreement will identify those items.

Saskatchewan Archery Association recognizes Archery Canada Event Registration Instructions and Procedures as a model for hosting provincial events.

## **2.0 SAA HOST COMMITTEE AGREEMENT CONTRACT**

Once the clubs bid has been accepted by the SAA, the host club and their committee and SAA enter into negotiations for the smooth running of the championships. Immediately after the bid is won, the SAA 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 the SAA for signature as soon as possible. The host committee and SAA may negotiate any part of the contract to their mutual satisfaction. This will allow the host club an opportunity for an early start to a successful event. **SEE - SAA Host Committee Agreement**

The Target/Field and 3D Coordinators will register the provincial ranking shoot with Archery Canada and the SAA is responsible to pay the registration fees to Archery Canada. Medals will be supplied by the SAA and it will be up to the host committee (Opening/Closing ceremonies committee) to make arrangements to have the medals in hand prior to or on the shoot dates.

The Host Committee Agreement delineates all of the responsibilities of the Host Club and the SAA. 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 Judges and identification of sponsors.

### **3.0 EVENT PREPARATION**

#### **Master Plan**

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 time line. The anticipated number of competitors, budgets, facilities, and committees required are factors in planning such an event.

The committee in charge should be established well 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).

To further assist you in determining what tasks need to take place along with the timelines and responsible parties, refer to Provincial Tasking/Timings workbook found on the SAA website.

#### **Host Committee**

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.

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.

#### **Suggested positions are as follows:**

- **Chair** (this position does not have to be the President of your club) – This position will be the first point of contact for all matters pertaining to the Provincial championship. This person may be called upon to liaise with any of the SAA representatives regarding provincial championship questions and should be informed from all other committee members on the progress in each area.
- **Technical Delegate** (appointed by the SAA) – This position will be appointed by the SAA Board of Directors and will facilitate communications with the Host Committee and those persons on the SAA Board of Directors in the positions of the Officials Coordinator, 3D Coordinator and the Target/Field Coordinator. This position may be assigned to one of the above listed persons serving on the SAA Board.

Your role is to be an advisor/ resource to the club hosting the Provincial Championships. You are acting on behalf of the SAA for the event.

#### Implementation

- Know the current rules governing the Provincial Championships
- Use the SAA Hosting Manual to follow-up on all tasks
- Work with the Host Committee as needed during the planning stages
- Review Host Committee meeting minutes and make suggestions/answer questions as required
- Be “on site” prior to the event to assist with last minute requirements
- Be pro-active to recognize and avoid potential problems
- Assist with “problem solving” during the event

#### Specific areas of responsibility

- With SAA Officials Coordinator/ Target Coordinator/ 3D Coordinator & Host Committee ensure the courses set at correct distances
- With SAA & Host Committee, monitor score keeping and result reporting
- **Treasurer/Secretary** – This position will be responsible for keeping notes of hosting committee meetings and financial controls. This position will liaise with the SAA Treasurer to coordinate payments for the shoot registration and competitor registrations and using the SAA Registration Reconciliation form.
- **Director of Shooting** – This position will liaise with the SAA Officials Coordinator to ensure that the participant equipment conforms to Archery Canada standards and ensure the shoot is carried out in a safe and fair manner.
- **Course Committee** – This position will familiarize themselves with the Archery Canada Rulebook to ensure that the course is set up to the standards outlined at the National level as the provincial shoots follow the same criteria. This position will liaise with the 3D or Target/Field Coordinators to ensure that the course is properly setup by standards and for safety.
- **Practice Areas** – This position will setup and monitor, when open to shooters, a practice area to ensure that safety is maintained at all times.
- **Registration** – This position must be familiar with Microsoft Office programs. The provincial championships may be managed manually if there is not access to power for a computer at the venue location, but all correspondence to the SAA for purposes of reporting will only be accepted electronically.
- **Opening/Closing Ceremonies** – This position will be responsible for making sure that the venue has an area appropriate for and is staged for medal presentations. This position will coordinate with the

Scorecards and Registration groups to ensure proper ranking and award distribution is carried out in a timely and professional manner at the end of the competitions.

- **Scorecards** – This position will work in conjunction with the Registration position to ensure that the scorecards are tallied correctly and recorded for ranking prior to the medal presentations. This position may require additional volunteers to assist with the calculations as there is a short timeline from competition completion to medal presentations.
- **Promotion/Media** – This person will liaise with the local media to ensure that if possible the provincial championship is covered in the area. This position will work with local hotels, campgrounds, to secure accommodation recommendations that will be included in the Provincial Shoot posters. This position will draft the shoot poster and submit to the SAA for publication on the website.
- **Food/Concessions** – This position will ensure that there is food and beverage services available to all participants throughout the duration of the shoot. This position will liaise with the SAA to determine if a venue or food is needed to hold any meeting of its members in the same timeframe as the championship events.
- **Merchandising** – At each provincial championship the SAA will host an information table where Sask Archery merchandise will be available for purchase. If any host club has merchandise that they would like to make available to shooters they may do so.
  - **Fund Raising** – This position will work to solicit local businesses for door prizes/ raffle items that will see the host club benefit from some added revenues during the hosting opportunity. This position may also manage and coordinate any additional revenue generating competitions that are outside of the provincial championship events. (i.e. steel antelope challenge etc.)

**Donors:** Companies that donate goods, or services, that are not essential to staging the competition (ie. door prizes, food, etc.). Host club can solicit for local donors without SAA involvement.

**Sponsors:** Companies that provide cash, goods, or services that are essential for the staging of the competition (ie. targets, lumber for tree stand shots, etc.)

## 5.0 MARKETING & PROMOTION GUIDELINES

For the purposes of marketing this annual event shall be known as the (year of occurrence) Provincial Indoor/Outdoor - 3D/Target/Field Archery Championships. The SAA logo must appear on any marketing activity. Along with any club logos, the SAA logo should appear on all print advertising such as event posters and flyers. All event publications/ articles should also include the SAA logo.

### Promotion of the Event

The posting and maintaining a presence on the web site is very important to the success of the event. The SAA will work to ensure the event announcement and access to information for each tournament is available online. At the request of the hosting committees, the SAA can include entry forms, important announcements or information pertaining to these events on the SAA website.

## 6.0 EVENT SCHEDULE

Since this is typically an event that has two days of shooting, below is a suggested format as a guide only.

<u>DAY</u>	<u>DESCRIPTION</u>
<b>Friday</b>	<ul style="list-style-type: none"><li>• Set up</li><li>• Open Practice areas</li><li>• Registration</li><li>• Equipment inspection</li></ul>
<b>Saturday</b>	<ul style="list-style-type: none"><li>• Registration</li><li>• Practice areas open</li><li>• Equipment inspection</li><li>• Registration closes</li><li>• Opening Ceremonies</li><li>• Round 1</li><li>• Round 2</li><li>• Banquet (if desired) / Meeting if required by SAA</li></ul>
<b>Sunday</b>	<ul style="list-style-type: none"><li>• Practice areas open</li><li>• Round 3</li><li>• Round 4</li><li>• Fun Competition</li><li>• Medal Presentations</li><li>• Closing Ceremonies</li></ul>

## **7.1 FACILITY REQUIREMENTS**

### **Typical Facility**

The maximum distance of a target is fifty (50) meters for compound and seventy (70) meters for re-curve. The building(s) must also have room for the opening ceremonies, closing ceremonies, registration area, equipment inspection area, bow case storage area, display area, results processing area, and concession area.

The facility must be large enough to hold the following based on the event being hosted.

Indoor JOP & Indoor Target:

- Recommend minimum 25-30 target butts (Accommodates 4 - 40cm targets per butt)
- Range dimensions to accommodate minimum 25 butts
- 2 exits off of shooting range

Indoor 3D - two (2) courses of twenty (20) targets each.

Outdoor Target as defined in Archery Canada Rule Book 2

Outdoor Field as defined in Archery Canada Rule Book 2

Outdoor 3D – two (2) - four (4) courses of twenty targets each



## **8.0 OTHER CONSIDERATIONS**

**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. In some cases, the facility may insist on doing the catering. 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.

**Washrooms** - Provision for public washrooms for competitor use during the event is essential. They should be marked well and monitored for cleanliness.

**Spectator Viewing Area** - Spectator viewing areas should be considered for each of the 3D courses and the Grand Prix Shoot-Off area. This is the opportunity to introduce archery to new archers and potential new club members.

**Medical Services** - It is very important that medical services be available on the grounds during the event. Local EMO, St. John's Ambulance, or Search and Rescue groups are more than willing to provide this service for a nominal fee. The HC must design an Emergency Action Plan. **See – Emergency Plan Template**

**Canadian/Provincial Flags** - It is suggested that a location be determined for both the Canadian and provincial flags

**Bow Racks** - Bow racks should be available or suitable space provided for bows having bow stands. They should be placed near the practice areas and along each of the courses.

**Garbage Receptacles** - Garbage receptacles should be placed near the meal areas, registration area, near central meeting area and near the 3D courses. Recycle containers are also appropriate and a source of revenue for the club.

**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. An area to place these must be considered when considering a location for the event.

**Results Processing** - There should be a room supplied for the processing of all scorecards after each round. 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, a computer, and a printer. An area to display competition results should be close to the processing area.

**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.

## 9.0 REGISTRATION

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: Each competitor registers for the event by completing the registration form **provided by the host committee** and mailing it along with the entry fee to the registration address. It is very important that the competitor and not the Registration Committee select the competition category.

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 courses can accommodate during the competition.

This registration package should include the following material:

- event schedule
- emergency information

Registration Personnel should be prepared to answer questions about 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.

### **Walk on Registrations**

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 pre-registrations. However, as you reach some budgetary realities and you have someone with “cash in hand”, it is difficult to turn the person away. SAA 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.

### **Hosting Grants & Tournament Registration Fees**

Hosting Grants and Tournament Registration fees are set by the SAA Board of Directors. Host clubs must charge and will be reimbursed at the rate outlined. **See SAA Fees Schedule – SAA Policies and Procedures**

The host club will collect all championship registration fees and submit them to the Target Coordinator/ 3D Coordinator along with the reconciliation report to the SAA immediately after the competition. The SAA will retain fees as outlined on the reconciliation form and the remaining balance will be paid to the host club.

## **10.0 COURSES**

Course setup is outlined in Archery Canada Rules Book 2 – Events refer to the links below for details.

### **3D COURSE:**

Course setup will be defined as per **Archery Canada Chapter 9– Field of Play Setup –3D archery**

( [http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2\\_Events\\_WA\\_AC\\_08Nov14\\_v20\\_noApp.pdf](http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2_Events_WA_AC_08Nov14_v20_noApp.pdf) )

### **TARGET (FITA):**

Course setup will be defined as per **Archery Canada Rules Chapter 7– Field of Play Setup – target rounds**

( [http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2\\_Events\\_WA\\_AC\\_08Nov14\\_v20\\_noApp.pdf](http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2_Events_WA_AC_08Nov14_v20_noApp.pdf) )

### **FIELD:**

Course setup will be defined as per **Archery Canada Rules Chapter 8– Field of Play Setup – field archery**

( [http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2\\_Events\\_WA\\_AC\\_08Nov14\\_v20\\_noApp.pdf](http://www.archerycanada.ca/images/stories/FCA/Rules/2015/English/EN-Book2_Events_WA_AC_08Nov14_v20_noApp.pdf) )

## 11.0 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 9. 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 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.

Scorecards are required to be prepared with competitor's name and assigned into groups.

It is suggested that similar shooting categories be grouped together and that a club not be represented more than once in each group if possible. This will provide the opportunity for the meeting of fellow archers from across the province. 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 the 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 at all provincial and qualifying events.** The SAA will have 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 and will be supplied by the SAA.

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

## **12.0 BANQUET & ENTERTAINMENT**

Although it is not required, the Host Committee may organize a banquet for all of the competitors on Saturday evening.

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. Local or 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 CLOSING CEREMONIES**

After the completion of the competitions, the awards ceremony shall commence. Typical protocol would have the dignitaries (Title Sponsors representatives, SAA representative, Host Club Chair or President) 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 suggested.

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.

After all the ceremonies are completed, the SAA Representative 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.