



EVENT HOSTING MANUAL

Archery Canada Event Hosting Manual

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INTRODUCTION

Archery Canada (AC) is committed to offering its members an archery experience rivalling that offered by other major international archery competitions.

This hosting manual has been prepared to outline the requirements for hosting an Archery Canada Championships, providing information and guidance to enable prospective hosts to plan, organize and conduct one of our domestic archery championships from the initial bid through to the actual event. The manual strives to provide best practices for hosting to limit the trial and error element of organizing such a major event, without creating a rigid procedural process.

As we learn from each championship, each Organizing Committee can add its experience to the updating of the manual by completing the recommendations section of the final competition report submitted to Archery Canada.

The appendices of this manual contain the important documents, templates and information that the HOC will require throughout the hosting process. Templates provided are intended as guides and although the HOC does not have to use these templates, they do need to submit the required documentation and packages. In addition to this manual, HOC members will need to reference the AC Rules Book, found on the Archery Canada website under Resources.

Any questions relating to this manual and its content are to be directed to Archery Canada's Program Coordinator - Kylah Cawley (kcawley@archerycanada.ca).

SECTION 1: BIDDING FOR ARCHERY CANADA EVENTS

Our Domestic Events

Archery Canada (AC) is the legal and official owner of all proprietary rights of its domestic events and additional events described in this manual with the right to approve the venues, event branding and production elements to ensure the event is of a consistent quality year over year.

The HOC is granted the right to run AC's premier events on behalf of AC, under the authority and technical direction of Archery Canada. It is a partnership between Archery Canada, the Province and the HOC, from which the club/HOC will benefit from the financial success of the event as well as any capital legacy that has been planned for.

Archery Canada understands the complexity of running such events and will ensure the provision of any assistance and guidance necessary to the event host and organizing committee. Archery Canada may assign specific event personnel related to event production and technical direction to assist the HOC as set out in the Host Agreement.

The following are the domestic events of Archery Canada:

- Canadian Indoor 3D Archery Championships
- Canadian Field Archery Championships
- Canadian Outdoor 3D Archery Championships
- Canadian Outdoor Target Archery Championships

In addition to Canadian Championships, Archery Canada arranges for and/or organizes other events including:

- East and West Canada Cup for Target Archery
- Team trials
- International Championships

The main objectives of these events are as follows:

- To act as a mechanism for the declaration of Canadian Champions (Canadian Championships only)
- To promote and increase visibility of Archery in Canada
To serve as a celebration of the sport of Archery and its community
- To be part of the high performance process for:
 - National team selection
 - International event selection
 - Carding selection
 - Athlete and coach identification

Canadian Outdoor Archery Championships (3D, Field and Target)

The three Canadian Outdoor Archery Championships are hosted according to the hosting policy of the AC Board of Directors. This provides guidance on hosting regionally across and outlines a bid process for prospective hosts. There is a preference for the three outdoor championships to be held in venues that are in a close proximity to each other.

Preferred Dates: First week of August

The Province may request an alternate time frame for the Championships to take place, but such dates must be approved by the AC Board of Directors at least two (2) years prior to the Championships to ensure the proposed dates can be planned for by the AC Members.

Canadian Indoor 3D Archery Championships

The Canadian Indoor 3D Archery Championship is one of two national 3D Archery events. It is a three-day event. AC encourages creative approaches to making the event successful (Try-it events, prize packages, etc). The bid process to seek a host club should begin at least 2 years in advance of their planned hosting year. There is no current rotational order in place for the Indoor 3D Archery Championship, however the recommended pattern is two years Western Canada, two years Eastern Canada.

Preferred date: a weekend in either late March or early April

Canada Cups, Trials and International Events

Canada Cups are annual events that run over a 4 day period with two separate editions: Canada Cup West (BC, AB, SK, MB + Territories) & Canada Cup East (ON, QC, NB, NS, PE, NL).

Archery Canada will seek hosts for each of the East and West Cups for a two-year or three-year agreement. Host Provinces can work with another to alternate over the course of the agreement, which provides a year to prepare in between, while reducing hosting costs through amortization over multiple years.

Preferred date range: Between the long weekend of May to the 3rd weekend of June. There is no requirement for the East and West Canada Cups to be held on the same weekend.

Other events such as Trials and international events to be organized by Archery Canada will be determined based on needs identified within the High Performance Program plan and may have timelines that are shorter than for our standard events. For these events, the bid process will be circulated on an event by event basis and may work directly with City Tourism departments and the PTSOs in order to ensure the best possible event.

The Bid Application

The bid application will capture all of the key planning elements including the proposed dates, venue, hotels, etc. It is also the opportunity of the prospective host to demonstrate their ability to successfully stage a quality event that will be held, and organized, within the norms set by AC and, where relevant, World Archery.

The process to seek a host club should take place at least 2 years in advance of an event. The Members will seek hosts by distributing the Bid Application and links to the Hosting Manual to their affiliated clubs, or work with a City tourism partner to find a suitable host and venue for the event. The Member will forward to Archery Canada the strongest Bid application which has been endorsed by its Board of Directors.

The Bid Application will be reviewed by the Archery Canada Events Committee and the final recommendation will be made to the AC Board of Directors for endorsement.

Hosting Agreement and Fees

The Hosting Agreement is a contract between AC and the HOC that is provided and signed once an HOC is awarded an AC event. It will identify conditions, fees, roles and responsibilities as well as identify timelines. The document can be adjusted by either party following discussions, but once signed, it is considered a binding agreement between both parties to which they may both be held accountable. Any changes made after both parties have signed the hosting agreement must be approved by both parties and an amendment to the hosting agreement will be made and signed.

For all Domestic events there will be a sanctioning fee and a portion of the athlete registration fees that will be used to supplement the Sport Canada funding for our Domestic events for the elements paid for by Archery Canada as outlined in the agreement and within the hosting manual

SECTION 2: ORGANIZATION AND PRE-EVENT PLANNING

Host Organizing Committee (HOC) and Structure

An effective, creative, and efficient Host Organizing Committee (HOC) is key to any successful event. A priority task therefore consists in finding and identifying the individuals with the necessary technical and administrative skills to fill the key roles on the HOC. The positions identified below should be created

and filled to ensure that the HOC is not only properly staffed, but also prepared to plan and operate a successful event (individuals identified can provide direction and oversight for more than one area of responsibility):

- Competition Chair
- Treasurer/Secretary
- Event Manager
- Technical Delegate (named by AC)

The technical elements of organizing a Championship are undertaken in consultation with AC through the Technical Delegate, who assists the HOC on matters regarding the venue and equipment.

The following also need to be co-opted or consulted by the HOC:

- Head Judge (named by AC)
- Director of Shooting (named by the HOC and approved by AC)
- AC Events Sub-Committee and/or its representative

Keep the committee size at a manageable size and set out clear responsibilities and expectations for each role. Try to avoid having volunteers who plan on competing in the event, as you will need them for assistance the day of, and do not want to be left short.

The technical elements of organizing a Championship are undertaken in consultation with AC through the Technical Delegate, who assists the HOC on matters regarding the venue and equipment.

Sub-Committees

Sub-Committees can be formed, which can be given the authority to fulfill their roles independently, reporting back to the HOC. Some suggested sub-committees include:

- Course Sub-Committee (members are not permitted to compete – responsible for venue installation, facilities and security)
- Registration/Results Sub-Committee
- Protocol Committee (ceremonies, banquets, entertainment, etc.)
- Marketing Committee (promotions, publicity, media, website, etc.)
- Logistical Committee (food, facilities, etc.)
- Fundraising Committee

Volunteers

The HOC is responsible for appointing, training and outfitting volunteers, including runners, sufficient personnel to cover competition and training site installation and control, information, registration/accreditation and security, and potentially to act as agents. Other volunteers may need to be recruited to act as announcer(s), concession personnel, anti-doping personnel (if required) or media personnel. As outlined under the section on Risk Management, appropriate screening measures may need to be enforced for key volunteers.

Timelines and Critical Path

The Hosting Agreement will include a complete list of timelines set out along a critical path to ensure the smooth planning and ongoing communication between the parties. Beginning roughly ten months before an event is hosted, the critical path outlined in the host agreement should begin being utilized to ensure that all steps have been covered.

Competition Program/Schedule

The HOC will have some flexibility in developing the schedule for the event for the registration, inspection, practice and social activities. A suggested schedule for each event has been provided in Appendix B. The competition format that has been approved for the event must not be changed without approval by Archery Canada.

Scoring Program

Archery Canada uses the I@nseo scoring system/database for all events, from club shoots to National Championships. Archery Canada can aid in the use of the program will make training available beforehand and can provide an individual to assist on site. Archery Canada can be available to assist at and before the event. I@nseo support cost can be discussed between AC and the HOC.

The scoring application can be downloaded from ianseo.net, as can the operating manual. There is a step-by-step guide available on the Archery Canada webpage. The program produces complete results in many formats and can automatically place the archers in the grids for the Canadian Open.

Competition Planning Meetings

Competition planning meetings are to be held in the lead-up to any event. It is recommended to begin meetings after forming the HOC and after the bidding process has been completed. These meetings typically run six to ten months prior to the event taking place; ongoing communication with AC is highly recommended from this point on.

It is critical that the timeline identified for completion of various tasks be adhered to and any problem flagged early enough to allow corrective measures to be applied.

Venue Requirements

The HOC must find and secure availability of a suitable site, or sites, which will meet all the technical requirements for the event(s) being organized. Venue requirements can be found in the Archery Canada rulebook #2 and the Range Safety Guidelines posted on the Archery Canada website. Field of Play set-up for Target, Field and 3D is outlined in AC Rules 7, 8 and 9, respectively.

Where possible, for the purposes of creating a fun event and allowing for improved visibility for the sport, HOCs are encouraged to think outside the box in choosing their venues. It is important that before confirming the venue, the HOC has researched local bylaws that may impact potential venue selection.

Some such venue examples for AC Championships include:

Field Championship:

- Purpose-built archery venue

- Current stadium
- Large open field, park, or wooded/open space
- Other sporting venue (football, rugby, etc. venues)

Target Championship:

- Exhibition/Convention Centre
- Existing Sports Venues (archery range, hockey arena, curling facility, gymnasium, etc.)
- Large outdoor structure (aircraft hangar, disused building, etc.)
- Shopping mall
- Large open field, park, or wooded/open space
- Other sporting venue (football, rugby, etc. venues)

3D Outdoor Championship:

- Wooded area
- Park

3D Indoor Championship:

- Exhibition/Convention Centre
- Existing Sports Venues (archery range, hockey arena, curling facility, gymnasium, etc.)
- Large outdoor structure (aircraft hangar, disused building, etc.)
- Shopping mall

For most AC events, a competition and practice venue will need to be considered. For some AC events, the host may wish to consider an alternate site for Finals, preferably a site with strong visibility and possibly local significance.

Every aspect of the event must be accessible to all athletes. Careful consideration must be given for Para Archers access to the target venue as well as any other locations to be used, such as a Banquet Hall. Keep in mind, a very grassy area with no paths, can be difficult for a wheelchair bound athlete to navigate. Parking stalls at the venue should be available for all Para archers or others with a disability

Indoor 3D Championships Venue

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).

Outdoor 3D Championships Venue

The outdoor facilities should include both 3D and marked butt practice areas, a central athlete area (with all services for athletes). 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.

A total 48 competitive targets over two loops of 24 will be used for the two rounds of competition along with a 10 target course for the last chance shoot off and the Shoot up and finals.

Amenities and Additional Equipment

The following amenities and equipment (aside from targets, butts and other field of play equipment) at the host venue are necessary:

- Adequate, secured shelters in the competitor waiting area to protect from the elements
- Adequate seating for the number of participants should also be provided.
- On-site camping is preferable for some venues
- Sufficient parking
- Designated space for spectators/families
- Space allocated for the following:
 - Registration/check-in/scoring tent or indoor space (recommended 20x20 tent for outdoors). If being used for scoring it is recommend to have moveable side walls.
 - Equipment inspection tent or indoor space. The latter should be provided with closing sides to isolate it from the general public. Two lanes ideal – one for Recurve inspection, one for compound inspection (20'x20' or 2x10'x20')
 - First aid tent or indoor space. A tent should be 20'x20' with side walls for privacy.
 - Food services. For 3D and Field a larger shelter with tables for athletes to eat (~20'x60')
 - Optional: Raffle tent or indoor space (recommended 20x20 tent for outdoors).
 - Optional: Set aside space for vendors. This is a good source of revenue for the HOC
- Washroom facilities with at least 1 handicapped accessible which is situated at the venue with the most ease of access to help accommodate participants. It is recommended that the HOC have at least one (1) toilet for every 12-15 participants.
- Water Stations are required at the venue. For 3D and Field Courses, a water station should be available at the start and mid-way point of the course. Archery Canada recommends the use of personal water bottles and fill stations over plastic bottled water.
- Garbage and Recycling Receptacles: Receptacles should be placed near the meal areas, registration area, central meeting area, and on the 3D courses.
- Airhorns
- Hand held radios. Professional two-way handhelds with hand mic (approximately 12-15)
- Display board for results and competition information display
- Meeting space for functions and committee meetings during event as necessary
- Power or generators (recommended at least 20kW)
- Wifi –It is recommended that a dedicated wifi be available for scoring/administration.
- Raised platform for DOS tent, 20'x20' for target.
- For 3D, Bow racks must be provided near the practice area and central athlete area
- Awards podium
- Sound system: Outdoor venues will requires with at least 4 x 600 w speakers for adequate sound delivery. System should include a mixer, wireless microphone, wired microphone, CD player and a cable or device to connect to a mobile device. Indoor venues should have at least 2 600W speakers. Self-powered speakers work well for most applications. The system should be flexible enough to play music and all announcements. Any music played during the competition breaks must be 'family oriented'.

Hotels

The HOC must identify a “host hotel” for the event. Set up a contract with the hotel, which in addition to setting fair rates for participants, may also provide complimentary rooms for judges based on the number of rooms booked during the event. An example clause for such an arrangement may be: *“Offer 1 complimentary Standard Room per 15 paid per night to be used for Officials to a maximum of 3 rooms per night. Any additional guestrooms that may be required for Officials would be offered at a further discounted rate of \$xx per standard room, per night plus taxes.”*

Archery Canada may have established Partnerships with specific hotel chains, and these should be offered the first right of refusal to be a host hotel if appropriate within the community. Please refer to the Archery Canada website for Sponsors and Partners for more information.

When negotiating your hotel contract consider:

- participant needs may vary (family vs individual)
- between 30 – 60 rooms per night within your block, depending on the anticipated registration

Risk Management

Archery Canada is committed to managing risks and takes the safety, well-being and satisfaction of our members and registrants seriously.

The HOC agree that they will abide by all AC policies, specifically the Code of Conduct, Equity and Inclusion and Screening to ensure a safe and inclusive sport environment for all. Screening of the key HOC members officials is required. The host committee must also review the AC Risk Management Policy and have a risk management plan established based on the venue that will be used for the competition.

Emergency Action Plan

All hosts must have in place an Emergency Action Plan. Things to outline in the plan include:

- Phone Access - Cell service should be easily available at the event location.
- Venue Addresses - In case it is necessary to provide to emergency services.
- Accessibility - Are the venues accessible to emergency vehicles, if needed.
- Identify potential medical conditions that may need attention - Heat stroke, allergies, insect borne diseases (Lyme) etc.
- Where Emergency numbers for local agencies will be posted, should be easily found

This plan should be provided to all key Field of Play volunteers and the Director of shooting, in case a medical emergency does occur. It is recommended for outdoor events to equip judges with airhorns which may be used to signal an emergency with 5 consecutive blasts.

Medical

A first aid tent, or on-site paramedics, are required throughout the event. The HOC must designate at least one person, who is fully certified in First Aid (Emergency or Standard levels), who must be present throughout the tournament. The tent should also be clearly marked, so archers or those in need can easily find its location. Additionally, an ambulance service must be able to respond within moments

should a major incident occur. The local hospitals must be warned that the event is taking place and that traumatic injuries could occur.

Concussion protocol

Organizers need to be aware of how to proceed if an injury occurs leading to concussion, or if they suspect that concussion is involved. Although it is not as common in archery, it is important to note that concussion may be resulting from a factor outside of archery and participation in the event is thus not allowed.

Archery Canada has implemented its Concussion and Return to Sport Protocol. This policy is a tool to help increase awareness, further education, and outline protocols if an athlete or member is suspected of having or is treating a concussion.

Range Safety

The HOC must ensure that appropriate Range Safety Precautions (see Range Safety Guidelines) are in place and that the General Public and local services (Ambulance, Police) have been informed of an archery event taking place (especially if in a public park) through local channels.

Competition Venue Site Visit

A technical delegate appointed by Archery Canada will conduct a site visit with the HOC 4-5 weeks ahead of the event for the purpose of seeing the venues, targets and all other event logistical items. The purpose for coming at this time is to ensure the HOC has these items ready for the event, while still allowing enough time if any last-minute logistics need to be adjusted.

SECTION 3: EVENT BUSINESS OPERATIONS

Financial Operations

The planning of and tracking of the financial information for an event is paramount to its success. The Finance Chair will be responsible for the budgeting, tracking and A competition budget should be provided and itemized by the HOC; an example of budget is presented in Appendix A.

Registration and Entries

All Archery Canada events will use the AC Event Registration System. The registration fees will be set out in the Hosting Agreement. All Fees will be collected through the Event Registration System. The Registration Fees are one of the primary sources of revenue for the event. A portion of the fees will go back to Archery Canada as set out in the Hosting Agreement, with all other Fees going direct to the HOC.

The HOC will be provided access to and training for this system at least 6 months in advance.

Hosting Grants

Seek out local grant opportunities to help offset the costs of presenting a quality event. Such grants can be a major source of operational revenue for the event and may be available through the City Tourism or City Hall, Provincial Government or Gaming Associations. There are often additional grant or Community Support opportunities available through various companies operating in your region.

Sponsorship and Vendors

The HOC is highly encouraged to seek out potential sponsors to support the event.

Sponsorship includes but is not limited to:

- Cash Sponsorships in exchange for exposure (e.g. Title Sponsor)
- In-Kind Sponsorships
- Vendors, food providers
- Program Advertising and Venue Signage

When considering potential opportunities for sponsors, start by looking at major expense lines in your budget to see where a potential sponsor could assist either through a cash donation or a value-in-kind donation. Consider donated product for use as participant registration packages, event souvenirs, special awards and raffle prizes.

There are a number of ways to recognize sponsors, and these should be committed based on the value of sponsorship provided. Identify appropriate opportunities which could include:

- Naming rights for event, practice field, courses or individual targets
- Field of Play signage
- Website recognition and social media exposure
- Inclusion of materials in participant packages
- Advertising on official publications
- Hydration stations and snack stations
- Sponsor Thank you tent cards on tables, etc during functions

Archery Canada may secure sponsorships to support the event, to support the areas of Event Production and Equipment and conflicts between sponsors should be avoided. Specific information related to sponsorships is provided in the Hosting Agreement.

Event Insurance

The HOC will not need to obtain additional insurance to host an AC event. Archery Canada holds General Liability and Participant Accident Insurance for all AC members. General Liability Insurance is meant to protect against lawsuits from individuals alleging the sport organization or its members have negligently caused a “bodily injury” to a player or spectator. Participant Accident Insurance is designed to reimburse “out of pocket” expenses to an AC member who suffers a covered injury or death while participating in an AC, Member or Club sanctioned activity.

If the event is being held outside of a club location, an insurance certificate to name additional insured can be requested using the form available on the Archery Canada website under Insurance Program.

SECTION 4: MARKETING, COMMUNICATIONS AND PUBLICATIONS

Policy on Bilingualism

The two official languages of Archery Canada are French and English. Archery Canada will organize events, activities, services or programs in such a manner as to meet the needs of the two Official Languages communities and encourage participation of members of both these communities. Minimum hosting requirements for how the two official languages will be serviced at Domestic Events shall be as follows:

- When the Host Organizing Committee is recruiting and selecting staff and volunteers, bilingualism is preferred, with a priority for a bilingual volunteer at Event Registration/Check-in and if possible medical services.
- Event branding including Logo
- All written announcements and event publications will be available in both languages
- All information on the event website is made available and updated simultaneously in both of Canada’s Official Languages;
- All promotional and event material (logo, website, programs, posters, press releases, signage, etc.) provided, distributed or authorized to inform the general public, the participants or media prior to, during and after the event is available simultaneously in both of Canada’s Official Languages
- National anthem if sung will use the bilingual version

Archery Canada will provide the HOC with technical announcements, Opening and Closing Ceremonies scripts, awards presentation scripts and athlete, coach and judge oaths in both of Canada’s Official Languages. All public address announcements related to the event are made in both of Canada’s Official Languages wherever practical

Marketing, Logos and Branding

Marketing and promotion of the event is the responsibility of the HOC with assistance from Archery Canada. The HOC is required to design a distinctive logo (containing both official languages) for the event. This logo can be used for tournament pins and shirts for sale at the event. A logo is available from Archery Canada for the Canada Cup.

The logo for the event must be approved by Archery Canada. The AC logo is not required to be incorporated in the event logo, however it must appear on any promotional materials, in which the event logo will be placed (i.e., as a separate logo on a shirt or poster). As outlined in the hosting agreement, additional logos for key funding partners and sponsors of Archery Canada may also be required in marketing materials.

Communications

A communication plan and its execution is key to the success of an event. This will include planning for all communication to the participants, the spectators and the community.

Archery Canada will be responsible for communications at a national level and will assist the HOC with local communications planning. Archery Canada will also prepare advance and post-event media releases and distribute these to national and local media.

The HOC may wish to have an individual coordinate media relations with local media, and be on site to work with members of the press who come out to cover the event.

Communicating with the community and developing a strong relationship with your local tourism board, city council will help to make your event that much more successful. In your planning include engaging local radio and TV to promote your event, help in finding volunteers and find potential support. Consider adding a try-it activity during the event to promote the sport and engage new potential archers for the future.

Website and Social Media

For most Archery Canada events the host will be provided access to an event specific website to be used and branded for the event. The website must respect the Language policy of Archery Canada. The HOC will need to have someone assigned to setting up, and maintaining the website, especially in the crucial weeks leading up to and the days of the event.

The website should provide the following:

- HOC Contact information
- Venue information along with directions on how to get to the venue
- Hotel information
- Registration Form
- Sponsors / Partners – including Government of Canada and Archery Canada and PTSO logos
- Event Specific information including:
 - Registration/Entry Lists
 - Schedules
 - Buttrass assignments (closer to the event)

- Results (and regular updates to be posted throughout)
- Link to Archery Canada website and PTSO website
- Tourist Links

Tools such as Facebook, Instagram and Twitter are easy-to-use platforms that allow an HOC to promote their event as well as post any sudden changes which may reach a broader audience more quickly than an event website. A volunteer should be assigned to social media platforms throughout the event.

Archery Canada will develop a Social Media plan for AC events to be executed on its various channels by AC staff. This will be communicated to the HOC during the regular meetings. AC can repost or promote any items posted by the HOC on its social media platforms in the lead-up to and during the event. AC can also provide posting privileges to the HOC communications volunteer for the duration of the event.

Livestreaming

Archery Canada will work with the host on the provision of Live Streaming of its Domestic Events. This will be determined on an event by event basis dependent upon available resources and sponsorship or partnerships in place at the time of the event. All live streaming will utilize the social media platforms of Archery Canada. When Livestreaming is available, Archery Canada may request HOC assistance in finding a volunteer to provide commentary for the production.

Photography

A professional photographer (or similar quality) is encouraged to be hired or used for all events.

- The photographer may be asked to cover the event and offer photographs (digital or otherwise) for sale or free download by the participants
- Access to photos should be provided daily to Archery Canada staff for use in publicity
- All credit on photos should be provided to the photographer if used by AC or OC and will be communicated to the photographer

Event Publications

The following different event publications should to be created for use at Archery Canada events to inform the various event stakeholders, before, during and after the event.

Invitation Package

Archery Canada provides the template for this document, which document provides the general details of the event, including event dates, venue location, preliminary competition schedule, accommodation options, transport options, costs, registration procedures and key deadlines. This document will be completed by the HOC and will mirror the information that will be available on the host website approximately 3-4 months in advance of the Event.

Participant Handbook

The HOC will work with Archery Canada to prepare a participant handbook that will be distributed to all PTSOs and all registered participants and officials prior to the start of the event. This will include standardized information concerning participation in an Archery event, as well as event specific

information including: the Host Organizing Committee, directions to the venue, parking and access, specific rules related to venue if applicable, nearby medical services and the EAP, final schedule (including key meetings), and any other information that will be useful to the delegates.

Official Event Programme

An Event Programme is an optional document that may be produced by the HOC for spectators and media which provides a brief explanation and introduction to the sport of archery and the program of events scheduled to take place during their visit and also give visibility to sponsors of the event. It does not need to be a large document, however it is recommended it be well designed and printed in colour.

Sponsor Recognition Tent Cards

This is an important optional publication for the recognition of sponsors, partners, suppliers and Granting agencies who have helped to make your event possible. These can be used at all official meetings, receptions, banquets and can even be used in the community to promote the event. A template has been provided in Appendix H.

SECTION 5: OFFICIALS

Judges are an integral part of the championships; providing assistance to the HOC, provide necessary expertise on target placement and advice on the running of the tournament. Archery Canada will appoint the judges for the tournament, and will provide the following information to the HOC:

- Judge Names
- Identify Judge Chairs
- Judge Emails
- Judge's Flight information (if applicable)

Financial considerations related to the officials are fully outlined in the Hosting Agreement.

The HOC is responsible for airport and local transportation. For local transportation, normally a transport van is provided and officials will coordinate their travel. If they request their own rental vehicle, they are responsible for that vehicle. The cost of the closing banquet and most social events are to be waived for to the Judge corps.

NOTE: At some national events, there may be National Judge Candidates invited to attend. They are judges who are currently going through the training to become a certified National Judge. If invited to the event, they are responsible for their own costs. If they are officially selected by AC as a judge for the event, their costs will be covered by AC. It is requested however, that the HOC accommodate these Candidates in their transportation planning for officials.

The Judges will work closely with the HOC whenever rules may need to be stressed or discussed with regards to existing or special circumstances.

All judges should be provided a radio to communicate with each other, grounds crew or members of the HOC if needed. The Judge chair must have communications with the DOS. The Technical Delegate should also be on this radio loop. A minimum 12 radios are required, ensure they are such that the entire field can be covered. It is recommended for outdoor events, to outfit officials with air horns for emergency use or to signal the start of 3D and Field competition.

National Judge Seminar

Archery Canada attempts to host a National Judge Seminar before or after the championships. The purpose of the national Judge seminar is to upgrade Judges and qualify newer Judges to work such events. Archery Canada will notify the HOC of any logistical items that may be needed for this event.

Director of Shooting (Rulebook Book 2 AC 3.10)

For the Target Championships, the Director of Shooting (DOS) controls the shooting and must be conversant in all the latest rules and have a working knowledge of running a large tournament field. The DOS is appointed by the HOC, and must be approved by Archery Canada. Archery Canada does not cover the expenses of the DOS.

All timings are controlled by the DOS; an efficient DOS will shave hours off a normally long day. The DOS must be a dynamic leader, who will run time efficiently and effectively, thus saving time and negating complaints. The DOS normally has an assistant who runs the timing equipment/lights/flags.

The DOS must have radio communication with the judges and the tournament committee as they will work closely with the Judge Chair & Technical Delegate of the Tournament.

The microphone for the sound system that covers the entire field, is the most effective way for the DOS to relay messages or communicate with the athletes. A bilingual DOS or someone to translate their announcements are strongly recommended.

Appeals /Jury of Appeal (Rule 3.13)

The HOC is not involved in the appeal process other than to ensure the DOS has appeal forms and that the Jury has a place to meet. At the beginning of the National Championships the Archery Canada will announce the Chair of the jury. When an appeal is received the Chair will appoint two other members. This is the body to which any questions of fairness or interpretation of the rules are referred. Upon the receipt of an appeal or protest the Chair of the Jury will convene a Jury and the appeal will be decided. Appeals are submitted to the DOS or Judge Chair.

Transportation for Officials

The HOC shall ensure that officials have access to an efficient service allowing them to easily travel from the nearest airport to the identified hotel(s). The HOC is responsible for ensuring that the judges have at their disposal a means of transportation to and from venues. It is recommended to rent 2-3 cars or vans for the judges' use for the duration of the event.

Officials' Hospitality

Depending on the schedule of your tournament, it is highly unlikely that judges will be able to leave the competition venues for meals during competition. If there will be no concession on site, the judges will need to be informed so they can either arrange their meals ahead of time, or a volunteer can organize meals for them to be brought to the field.

The HOC is responsible for providing judges with lunch when they are in the field. All other requirements are outlined in the Hosting Agreement.

Organizers are encouraged to recognize the contribution of Officials by providing them with a token of appreciation, for example by giving them an event shirt or complimentary tickets to a social function.

SECTION 6: EVENT VENUE AND TECHNICAL OPERATIONS

Venue Setup/Take down

The HOC is responsible for the recruitment of volunteers to assist in the setup of the field-of-play, athlete areas, spectator areas and practice venues. The venue should be ready by the time official registration is to begin.

Grounds Crew

The Grounds Crew is responsible for setting up the field of play, and ensuring it meets the correct standards, such as anchoring all buttresses. They will need to be available, minimum (2) available, for any potential adjustments needed throughout the tournament, at all times. The Grounds Crew oversees setting up the field of play to the necessary standard and keeping it that way throughout the tournament. If a target needs to be replaced, the officials will assist in this process.

The grounds crew should have radio communication that will also allow them to have communication channels with the judges/officials. Ensure that these volunteers are not assigned to other groups while the tournament is running, as they need to be available at a moment's notice.

Required Signage

Signage should be visible, clear to read and bilingual. It must be situated in the correct location and convey the correct information. Where necessary or appropriate, volunteers and local organizing committee staff should be on location to give instructions and guidance.

Directional signage to the venue: Ensure where necessary that appropriate approval has been obtained to place signage along roadsides or on private property. These signs should be set out at least one day prior to the start of official registration.

Below is a list of signage and other printed materials required for the event:

Provided by Archery Canada:

- First Aid Flag/stand

- Equipment Inspection Flag/stand
- Registration Flag/stand
- 4 Athlete Area Coroplast Signs
- Coroplast Scoring Sign
- Archery Canada Flag/stand
- True Sport Banners (To be displayed at registration and inspection)
- AC, AC Partner and AC Sponsor signage (20" x 48" coroplast style tent signs)
- Archery Canada directional signage template (may be printed on coroplast)
- 3D Target Pictures for standard targets

Provided by the HOC:

- Athlete Seating signage
- Raffle or other such signage for fundraising efforts
- Canteen or other such signage
- Safety area designations
- Safety warnings and alerts (for security of pedestrians and bystanders not involved in the event)
- Shooting lines
- Media lines
- Spectator area signage
- Target and lane numbers
- Target flags
- Wind sock midfield
- 3D target identification (photos of targets for posting)
- Directional signage
- Event Sponsor signage

Event Announcer/Sound System

An event announcer can provide announcements for the event over an event sound system. Additionally, a match or event can be MC'd over the system. The announcer must exercise caution and be attentive that he/she does not interfere with any directives being announced by the DOS. Announcements are preferably in both official languages.

A sound system is required that covers the entire field of play to alert participants and spectators as needed. The sound system will be used for both announcements and music.

Field of Play Set up

Target Archery

The field of play shall comply with the provisions found in Archery Canada Rule Book 2, Chapter 7. The Archery Canada rules differ from World Archery guidelines regarding target faces for select rounds. These variations can be found in [Archery Canada Rule Book 2, Chapter 7, pages 33-37](#).

As the rules outline, shooting lanes for Para archers should be slightly wider than that of an able-bodied archer, totaling 1.3 metres wide.

Field Archery

The field of play shall comply with the provision found in Archery Canada Rule Book 2, Chapter 8.

Some Archery Canada categories have additional guidelines for categories shooting from specific pegs. This additional information can be found in Archery Canada Rule Book 2, Chapter 8.

The Field Championships consists of 24 targets shot on one day following an official practice , normally scheduled the prior day. At a minimum, there must be a practice facility with all field distances available adjacent to the field.

The field should be laid out in such a way as to maximize safety while still minimizing the amount of walking required between targets and make for interesting shooting. While every attempt should be made to make the course challenging, time should be a major consideration.

3D Archery, Outdoors

Archery Canada rules generally follow World Archery rules regarding course layout. These exceptions regard targets and shooting distances and can be found in Archery Canada Rule Book 2, Chapter 9, AC46.

There will be two (2) separate 3D courses. The Canadian National 3D Championships will be comprised of two (2) courses of twenty (24) 3D targets for a total of forty-eight (48) 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 from one (1) to twenty (24) for identification and each course shall be labelled either A or B. Each course shall have its own individual color that will be reflected on signage and score cards to reduce confusion.

Consideration should 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.

3D Archery, Indoors

Guidelines for Indoor 3D Archery can be found in [Archery Canada Rule Book 2, Chapter 9, Section 9.3, p. AC 47a/b](#). This section also includes guidelines relating to the Grand Prix event.

Tournament Field Access (Field of Play)

Only competitors, Judges, field crew and authorized persons are allowed on the tournament field. Competitors have athlete numbers and Judges are in uniform. Therefore, the Organizing Committee must have some sort of identification (FOP (Field of Play)) badge or ribbon to allow others, such as Provincial Team Officials, photographers, AC Staff and VIPs (Members of the AC Board and others) on the field. For the target championships, each Provincial Team may have a Team Captain and 3 assistants for the first 5 athletes from the province plus an additional 1 assistant for each 5 additional archers from the province. Wheelchair athletes are allowed 1 assistant for every 3 athletes from the same province. Team officials are to give seating priority in the athlete area behind the line to athletes.

Timing Clocks

Countdown timing clocks must be used, red/yellow/green traffic style lights may augment timers, however clocks must be used to show the amount of time remaining. There are many different systems available for purchase or rent, the TD can assist here.

Spectator Management and Safety

All sporting events must have some sort of accommodation made available to people wishing to spectate and watch the event. Spectator management, particularly in the sport of archery, is vital given the potential safety risks that are inherent to the sport. Suitable barriers for the public shall be erected to keep spectators safe and divided from the field of play. An entrance, where possible, should provide access to spectators from behind the shooting line, and seating/bleachers should be set up either behind the shooting line or along the field of play at a suitable angle away from the targets. Additionally, accreditation should limit access of various participants to clearly labelled and zoned areas to ensure greater security (access beyond barriers controlled by accreditation badge).

Where possible, score presentation, washrooms, and a snack bar should be nearby to areas which are easily accessible to spectators and competitors.

Target Rounds Spectator Setup, Outdoors

Suitable barriers for the public shall be erected to keep spectators safe. Consideration should be given to any distractions caused to the athletes by movement of people, etc. behind the buttresses. Outdoors these barriers shall be at least 20m away from the sides of the first and last target set at 70m. This distance may be reduced in a straight line to a minimum of 10m away from the ends at the shooting line. This shall maintain a margin of approximately 13m from the target line when the target buttresses are moved to 30m. The barriers shall be at least 10m behind the waiting line. The barriers shall be set at least 50m beyond the 70m target line. This shall create a safety zone increasing to 90m when target buttresses have been moved forward to 30m. The safety distance of 50m may be reduced if an adequate backstop, e.g. efficient netting, a berm or similar device, is erected (not a hedge or penetrable fence). The backstop shall be high enough to stop arrows which have just missed the top of the buttress at 70m.

Indoor Rounds Spectator Setup

Indoors, where the size of the hall dictates, suitable barriers shall be erected around the range to keep spectators back. These barriers shall be at least 10m from the ends of the target line and shall be at a

minimum of 5m behind the waiting line. No spectators are allowed beyond the target line. Where the size of the hall does not require the erection of side barriers no spectators are allowed beyond the barrier situated behind the waiting line.

Food Services

A food services area can be provided for participants to purchase drinks, snacks and meals. Food can include, but not be limited to, items such as muffins, vegetables, salads, etc. Items covering all areas of [Canada's Food Guide](#) should be provided.

The HOC should provide water stations for participants, which may be fed by municipal water supply or through supplied bottled water coolers.

SECTION 7: ATHLETE AND EVENT SERVICES

Archery Canada and World Archery Tournament Registration

The domestic events of Archery Canada will be registered as sanctioned events of Archery Canada and registered with World Archery and therefore will be eligible for records. The HOC will not need to take any action related to this.

Participant Registration

Participants in the domestic events of Archery Canada must be current members of their Province and therefore of Archery Canada, with the exception of foreign participants. Archers who are not Canadian citizens (see Rulebook 1, section 2.1.1 and Book 2, section 3.7.1) may compete as Guests provided they are members of a World Archery affiliate organization in another country.

Registration for all participants will take place through the online portal and must be completed by the official deadline as published in the Invitation Package and on the Event website. No on-site registrations are permitted. This system will verify Archery Canada membership, or will be prompt registrants to purchase/update their membership.

All coaches and team managers are required to have completed screening and ethics training (Respect in Sport) as set out in Archery Canada's Safeguarding Policies. Archery Canada will review all such registrations with the PTSOs to ensure appropriate requirements have been met.

A registration deadline is set at 7 days before the event for 3D and 2 weeks before the event for Field and Target. At the close of the official registration period, any category for which an insufficient number of competitors has been registered, as set out in Archery Canada's Rule Book, will be removed from the competition, and the registered archers offered the opportunity to be moved into their alternate category or category of their choice.

The HOC should publish updated registration lists to the official event website(s) regularly to allow competitors an opportunity to ensure their registration information is correct. It is the responsibility of the competing archer to register for the correct equipment division and age class. Registrants can be directed to Archery Canada with any questions, or refer them to the AC rule book, Book 2.

Other options for registration can include:

- Setting a discounted early registration date with lower than normal registration rates (“Early Bird Registration”).
- Setting late registration fees as the event date nears

Registration Check-In and Accreditation

Registration Check-In followed by Equipment Inspection is required by all archers, coaches and team managers on the first day of the championships prior to the start of competition.

The Registration area should have sufficient tables and chairs to accommodate volunteers and streamline registration processes. The HOC may wish to designate specific line ups based on criteria such as athlete last name or province. Having at least one bilingual volunteer at check-in is necessary.

During registration/check-ins, a volunteer needs to:

- confirm with the archer their registration information, such as their category, the event they are registering for, or any potential problems with their registration.
- Provide accreditation/athlete number
- Provide scorecards and event information
- Provide or direct the archer to target assignment and equipment inspection

Athlete Accreditation (Athlete numbers)

For athletes, organizers will allocate to each competing athlete an athlete number card which shall be proof of accreditation, and identifies the archer to Judges and media. Athlete numbers will remain unchanged throughout the tournament.

Athlete numbers are to be printed on waterproof paper for outdoor events.

The Athlete Number must be printed on all interim results and butt assignments; however, they are not required for the final results. This also prevents itself as a potential sponsorship opportunity, where businesses who sponsor the tournament can have their logo displayed on the Athlete Numbers bib. Athlete Numbers can be printed from I@NSEO.

Coach/Manager Accreditation

For coaches and team managers, an accreditation card and lanyard will be issued that clearly identifies their role. The number of accredited officials from any PSO/TSO organization is outlined in Rule Book 2, section 3. All coaches and team managers must have been pre-screened as communicated to the HOC by Archery Canada after registration closes.

Athlete Agent (Para)

Volunteers (local volunteers, spectators or chaperones) must be available to assist and act as a scoring agent as well as arrow retrieval. Sometimes they will have their own agent, and this should be discussed with the archers upon registration. The agents will need Field of Play accreditation.

Score Cards

A complete set of bilingual scorecards, which are to be used for each championship, can be found on the Archery Canada website. It is the HOC's responsibility to supply the necessary number of cards required and Print cards out in a different colour for each day so that they are easily identified.

Scorecards may be printed directly from I@NSEO with archers' names, or printed labels may be applied to the AC templates.

For all outdoor championships, the use of waterproof paper/stock for the scorecards is required, as inclement weather may occur, and make it impossible to use or read regular paper scorecards. Archery Canada will be able to assist in the sourcing of waterproof paper.

Equipment Inspection

Equipment inspection should be scheduled during Official Practice and up to 30 minutes before the start of the event.

A list of all participants should be supplied to the Head official. Equipment Inspections for all participants should be carried out following their Registration Check in by the Event Judges, in accordance with the Archery Canada Rule Book.

It is recommended the Inspection area is set up separate from the Registration Check in booth. For most events it is recommended that a tent or area that is at least 20'x20' is dedicated to this purpose. The setup should preferably have one inspection lane for recurve and one for compound. The inspection area will require 1-2 target butts and stand, 2 tables and at least 6 chairs.

Buttress and Target Assignments

Confirming Target/Buttress Assignments will help the tournament run as efficiently as possible. The target field should be organized using the following criteria:

- Age Categories shooting the same distance must be assigned in the same portion of the field.
- Male and Female archers can be organized on different halves of the field.
- For the Field round, and the 720 round, targets/butresses should be assigned alphabetically within their shooting category.
- Preferably three (3) archers to a butt. Four (4) archers to a buttress should be avoided, unless absolutely necessary (due to field size or other limitations). Be prepared for longer shooting times with four (4) archers to a butt, potentially up to an extra 3 hours.
- Category order can be altered to accommodate field locations.
- It is encouraged to keep athletes in similar categories together on the same target/butt.
- If necessary, mixed categories can be assigned to a category, but should be avoided if possible.
- It is encouraged to have athletes from different provinces on the same butt, especially in the Field Tournament.

Target/Buttress assignment numbers must follow the following example, "01A, 01B" etc. The number indicates the actual target number, and the letter will be the archer's position on the shooting line. Where the archer is on the line is determined either by alphabetical order, or the higher ranked athlete

will be assigned the “A” position.

Archers with a disability must be considered in butt assignments, normally they do not vacate the shooting line, so they must be assigned one shooting lane with no other archer on that side. When assigning a Para archer to a target, it is acceptable to allow two wheelchair archers or one wheelchair archer and one able-bodied assigned to shoot at the same time.

Buttress assignment reports are required at the tournament information meeting, and at the start of each competition day. These reports must be provided to each Judge, the Director of Shooting and the Judge Chair. It is encouraged to have extra copies available for Archery Canada staff and any VIPs.

Considerations for Field assignments

The more archers that can shoot at one time, the faster the tournament will progress. At least 2 archers **must** be able to shoot at a time at each stake. Target assignments should consider distances shot by different categories. The number of stakes that each group must shoot at each target should be kept to a minimum. (For example, if a Male Compound archer were grouped with a Male Barebow and a Cadet, they would have to shoot 3 different stakes at 3 different distances for some targets causing quite a delay. Whereas, 4 Men Compound archers would all be able to shoot from the same stake i.e. 2 up at a time. Or 2 Men Compound and 2 Cadets would work effectively, requiring shooting from just 2 stakes.

If registrant numbers are high it may be necessary to assign more than one group to a target butt with a second group will “wait” to shoot following the first group. A “W” may be added to the target number (e.g. “24W”) to indicate which group is the “waiting” group. The scorecard labels for those athletes will automatically indicate the meaning of the “W”. This allows for more than the 96 archers who would fill a course, however, this means a group on every butt and backups occurring slowing everyone down. Consideration should be to split the field and target or having a morning and afternoon split event. Practice has found that assigning 25 and 26 allows for 8 extra shooters, but more than that is unworkable.

Consideration for target butt assignments for 3D Events

Archers are to be grouped by competitive Category on Day 1 and Peer grouped Day 2

Shooting Groups should be arranged as follows:

- Compound Unlimited, Compound Fixed Pin, Hunter and K50 Category Archers should be arranged in Groups of 3 where possible, and no greater than 4
- All other Categories should be arranged in Groups no greater than 4 where possible
- If groups greater than 4 are required due to the number of competitors, this should be limited to historically faster moving categories such as Traditional and other similar
- When assigning Butts to Groups, groups of 3 should not be directly following a group of 4 archers.

For outdoor events competition start should be coordinated via “shot gun” start. For this, the use of air horns is recommended.

Daily Practice - Target

Official practice should run at a minimum 20 minutes, but maximum of 45 minutes. The official practice should start 45 to 50 minutes before the posted start of scoring so that the archers can go directly into scoring when practice is finished. So, if scoring starts at 9:00 am then practice starts at 8:15 am.. While it is preferable to give 45 minutes of practice, it isn't necessary to give the full 45 minutes. Under no circumstance can scoring start before the posted times on the official schedule.

The practice is normally timed by the DOS. As there is no break between the end of practice and the start of scoring, the archers will practice on new faces and mark the holes. This requires that the field crew must have all of the target faces set up well before the start of Official Practice.

Separate practice facilities are required to allow for warm-ups, equipment set-up and informal practice. These facilities should be monitored but are often left for informal archer use. This facility must be close enough and large enough to fulfill these functions. A member of the Organizing Committee should be on hand during busy times to blow a whistle to retrieve arrows. This is not an optional requirement.

Official Practice

Official practice should be held at the Target venue, and right before the start of the championships. Many other events are held concurrently, such as:

- Equipment Inspection
- Athlete/Tournament Information Meeting
- Registration Check in

It is important that the target range is ready for practice for as long as possible the day of Official Practice. Many competitors will not arrive in time to practice before this. There should be enough butts at all distances that will be used in the competition. The field must be open on time.

Results Centre

There will be a clearly identified Results Centre set up for the scoring committee to have an interruption-free space to input scores. The HOC may decide to use the same area as was used for Registration Check-in, with privacy walls in place at peak data entry times.

The volunteer(s) running and operating the results centre should be knowledgeable of the inputting and recording procedures for results. Scores must be recorded quickly and accurately. It is vitally important that the personnel allocated to this task be efficient, preferably experienced in competition management and computer literate, as well as trained in the use of the software being used.

Athletes will return their scorecards to the Results Centre to clearly identified collection points.

The HOC, or the Scoring Committee, should have enough volunteers to aid in checking the scorecards for accuracy as they are being entered. The items to be verified include:

- Verifying that matching scorecards' (both archers) totals are identical
- that both scorecards are signed by the archer and their witness. This process is where most score errors are identified.

- Verify that any correction made to a scorecard in the course of the event was initialed by all competitors shooting on the buttness. If a mistake is found and both the archer and their witness have already signed, the lower arrow score result stands.

Accuracy of the results is dependent on the archer and a witness. The scorecard must be completely filled out (arrow values, X's and/or 10's and 9's).

At the end of the tournament the second set of scorecards may be returned to the archer. This should be done on the final day of the event once all results are verified.

The remaining set is to be held and stored by the HOC and can be destroyed 60 (sixty) days after the completion of the event. The Technical Delegate can be consulted on this as required.

The results must be posted and distributed as they become available, both at the competition site and electronically, preferably in real time (ideally loaded to the website, across social media and/or via an e-distribution list).

When daily results are posted, the next day's target/buttness assignments and time must be included with them. The I@nseo program can produce the following reports:

- Results
- Buttness assignments
- Ability to save in webpage format

Archery Canada will also post the results to their [website](#) at the end of the tournament.

Meals, Snacks and Refreshments

Some form of catering facilities must either be dedicated to event participants or, if this is impossible, then a controlled area must be organized. Snacks should always be accessible for archers and officials while the venue is open.

A volunteer or officials' hospitality area should be set up. Here water, snacks and other tidbits should be made available only to officials and volunteers to the event.

If a concession or canteen cannot be made available on the site, organizers must incorporate time for archers and officials to be able to leave the Field of Play for any meals. If nothing is available on site, then this must be clearly communicated to all participants and officials.

Archery Canada recommends that the HOC respect the environment by eliminating plastic waste by encouraging the use of personal water bottles instead of disposable water bottles. Paper plates and cups should also be encouraged by all food vendors.

Doping control

All Archery Canada members may be subject to random doping control testing at some point during the National Championships. Archery Canada provides contact information of the HOC to the Canadian Centre for Ethics in Sport (CCES). This will be done in advance of the tournament. The HOC will need to provide a safe, clean test area, normally a separate toilet or outhouse, and sealed drinking water for at least six (6) archers. The HOC should note that even if contacted by the CCES, they may not send any doping control officers. Additionally, they will not provide a list of names of archers being tested to

ensure they are tested at random, and to avoid the archer from receiving notice they will be tested at the event, to ensure they collect a sample that truly reflects the athlete.

Volunteers should be on hand to act as a chaperone, with at least one male and one female.

SECTION 8: EVENT PROTOCOLS

Opening Ceremonies

For all Archery Canada events, a short Opening Ceremony, is to be held after the completion of the official practice for the first event held (as determined by the schedule of events).

As Archery Canada and its events are funded through Federal programs, the official languages policy of Archery Canada must be respected. It is expected that the Chair of the event will open the ceremonies. Dignitaries (local politician, major sponsor) and an Archery Canada representative should be offered the opportunity for a short speech.

'O Canada' should be played using the bilingual version if sung or an instrumental version. Visit: <https://www.canada.ca/en/canadian-heritage/services/anthems-canada.html>

The ceremony should then proceed to the reading of the athlete's oath by an HOC appointed athlete, and a Judge reading the Judge's oath in both official languages. These have been provided in the appendices.

It is then tradition for a local archer or dignitary to shoot the first "ceremonial" arrow at a target prominently displayed in front of the archers. This arrow is then officially scored and the Archery Canada representative declares the event open.

Flag Protocol

Order of entry and presentation should be the National Flag followed by the Provincial flags, followed by the Territorial flags, all in the order they joined Confederation. First Nations will follow, with the Indigenous flags order being: First Nations, Inuit, then Métis.

In the event other nations are represented, the flags of other sovereign nations follow the National flag in alphabetical order (if applicable).

Provincial Flags should be arranged in a semi-circle around the stage or microphone, with athletes standing with their Provincial flag.

Visit: <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html> for appropriate etiquette.

Technical Information Meeting

The purpose of this meeting is to pass on important information concerning the tournament and to reinforce the principles of True Sport. This meeting should be held before the official start of the event and is normally conducted by the Technical Delegate, the DOS or Head Judge (3D and Field), and a representative of the HOC.

An outline of the agenda for this meeting is provided in Appendix D. The Judge Chair will speak concerning rules (with emphasis on recent rule changes) and the Technical Delegate will speak about Archery Canada issues. The HOC representative will outline information concerning venue specific rules

and safety, social events, distribution of results, etc. At the Target meeting additional information concerning Doping Control will also be presented.

Athlete Meeting

Archery Canada's Athlete Representative may want to hold an Athlete's meeting, which will have been communicated on the official schedule. This meeting is meant to be attended solely by athletes, no Archery Canada board members, coaches etc. The purpose of this meeting is to allow the athletes an opportunity to voice any comments or concerns to their representative, in a space where they will hopefully feel unhindered by the presence of Archery Canada officials. If this meeting is to be held, it is just an on field meeting. Any logistics will be provided by Archery Canada if needed.

Awards

The HOC will order Archery Canada medals based on an estimated need using registration data for each tournament, taking into consideration extras for ties. Cost of the final total of medals used will be the responsibility of the HOC.

The Fred Usher Cup will be delivered by the previous year's winner for the event.

Medals are awarded as set out in the schedule for the Championships.

The HOC will provide a multi-level (1st, 2nd, 3rd) awards podium for medals presentations. Archery Canada will provide branded decoration for the podium and will require the Archery Canada Flags to be positioned to either side of the podium. The HOC may also position Club flags to either side of the Archery Canada Flags.

The Annual Awards banquet at the Outdoor Target Championships will be used to present the Target Championships awards, the Fred Usher Cup, as well as the Archery Canada Annual Awards and any special citations, such as Judge Emeritus and Presidential Citations. Following these awards, the presentation of the Canadian Archery Foundation grants. Archery Canada will order and deliver these awards before the start of the event. A script will be prepared for this portion of the Banquet. A bilingual announcer will act as the Master of Ceremonies.

Otto's Hammer

In 1975, Otto Lehmacher from The Archers of Caledon club donated a symbolic hammer to the organizers of the 1976 Canadian Championships (The Victoria Bowmen). Since its donation, this hammer gets passed from HOC to HOC to symbolize the amount of work required and the spirit of cooperation between Committees. The hammer has the official pin of every Canadian Outdoor Championship since its first presentation on it, a tradition that Archery Canada wishes to continue. The President of the Organizing Committee is responsible for presenting this hammer to a representative of the next Organizing Committee during the final banquet/social event.



Closing Ceremonies

Following the presentation of any trophies and awards a formal closing of the championships will be led by a representative of the Archery Canada Board of Directors or staff in the form of a short speech to recognize the HOC and to thank those who assisted with the making of a successful event. If available, a member of the next HOC will be given the opportunity to encourage archers to attend the next edition of the competition. Finally the Technical Delegate will declare the championships officially closed.

SECTION 9: POST EVENT

Debrief Meeting

Archery Canada holds 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 purpose of hosting these calls is to better understand how the event can be improved and how Archery Canada can improve events and hosting logistics in the future.

Post Event Report and Financial Statement

Following the conclusion of the event, the Chair of the host committee should submit a post event report for Archery Canada's records. A template for post-event reporting is provided in Appendix G. These reports will be reviewed by the Events Committee and kept on file, and may be passed onto future hosts, to allow them to learn from previous championships.

Post Competition Survey

Archery Canada will prepare and deploy a post event participant survey to gain feedback on the event as well as important demographic and voluntary consumer behavior information. The HOC will be engaged in the development of the event questions and will be provided a summary of the data collected. This information will be shared with relevant AC committees and the next HOC.

APPENDICES

Appendix A	Competition Budget Template
Appendix B	Sample Schedules
Appendix C	Template of Emergency Action Plan
Appendix D	Target Championship Team Captain Meeting Agenda
Appendix E	Ceremonial Oaths
Appendix F	Template of Invitation Package
Appendix G	Post Competition Report
Appendix H	Templates for Sponsor Recognition

APPENDIX A: Budget Template

Budget Sections			
Income/Revenue	VIK (Value in Kind)	Cash	Total
Government Funding			
Provincial/City Funding			
Sponsorship			
Registration Fees			
Hotel/Catering Revenues			
Exhibitor Trading Stand Fee's			
Donations			
Merchandise			
Other			
Total:			
Outgoing/Expenditures	VIK (Value in Kind)	Cash	Total
Sanction Fees			
Venue Rental(s)			
Tents/Rentals Costs			
Accommodation			
Transport			
Catering			
Sports Equipment			
Office Admin & IT			
Marketing, Promotions & Brand Production			
Event Functions/ Ceremonies			
Media/Live Streaming			
Anti-Doping			
Security			
Medical			
Other			
Contingency			
Total:			

APPENDIX B SAMPLE SCHEDULES

The following are suggested schedules. The final schedule will be worked out between Archery Canada and the HOC.

Indoor 3d Archery Canadian Championships

Friday

Registration 4:00 PM until 9:00 PM

Equipment Check 4:00 PM until 9:00 PM

Open Practice Range 5:00 PM until 9:00 PM

Saturday

Registration 7:30 AM until 8:30 AM

Equipment Check 7:30 AM until 8:30 AM

Open Practice Range 7:30 AM until 6:00 PM

Opening Ceremonies 8:30 AM until 9:00 AM

Round 1 9:15 AM until 11:15 AM

Round 2 11:30 AM until 1:30 PM

Round 3 1:45 PM until 3:45 PM

Round 4 4:00 PM until 6:00 PM

Sunday

Open Practice Range 7:30 AM until 6:00 PM

Round 1 8:00 AM until 10:00 AM

Round 2 10:15 AM until 12:15 PM

Grand Prix 12:30 PM until 2:30 PM

Closing Ceremonies 2:45 PM until 3:45 PM

Outdoor Archery Canadian Championships

Friday	11:00 - 19:00	3D Registration Check-in & Inspection
	11:00 - 19:00	3D Open Practice
	1:00 - 17:00	3D Committee Meeting
Saturday	08:00 - 09:30	Registration Check-in & Inspection
	10:00 - 10:30	Opening Ceremony & Technical meeting
	11:00 - 16:00	Open Practice
	11:00 - 14:00	3D Qualification Round 1 - Flight 1
	14:30 - 17:30	3D Qualification Round 1 - Flight 2
Sunday	08:00 - 14:00	Open Practice
	09:00 - 12:00	3D Qualification Round 2 - Flight 1
	13:30 - 16:30	3D Qualification Round 2 - Flight 2
	18:00 - 21:00	Banquet
Monday	09:00 - 11:00	Last Chance Shootoff
	11:30 - 16:00	Shoot up Elimintaion and Final
	16:00 - 16:30	Awards and Closing
	15:30 - 19:00	Field Registration Check-in & Inspection
	15:30 - 19:00	Field Open Practice
Tuesday	8:00 - 8:45	Field Registration Check-in & Inspection
	8:00 - 13:00	Field Open Practice
	08:30 - 09:00	Field Opening and technical meeting
	09:00 - 12:30	Field Qualification Round - Compound (12/12)
	13:00 - 16:30	Field Qualification Round - Recurve (12/12)
Wednesday	8:00 - 11:00	Field Open Practice
	12:00 - 15:00	Field Shoot up and final

	15:00 - 16:00	Awards
	17:00 - 19:00	BBQ Social
Thursday	09:00 - 13:00	Target Registration check-in and Inspection
	11:00 - 11:30	Team leaders meeting
	13:30 - 14:00	Opening Ceremonies and Technical Meeting
	14:00 - 17:00	Fred Usher Cup and Awards
	17:30 - 19:30	Target Open practice
Friday	8:00 - 8:45	Target Registration Check-in & Inspection
	8:00 - 8:45	Target Open Practice - Compound
	9:00 - 11:45	Qualification Round Compound
	12:00 - 12:45	Target Open Practice - Recurve/Barebow
	13:00 - 15:45	Qualification Round Recurve/Barebow
Saturday	08:45 - 9:00	Target Open Practice
	9:00 - 16:00	Target Olympic Round Elimination and Final Target Compound Round Elimination and Final
	18:00 - 21:00	Closing Awards Banquet
Sunday		Departures

APPENDIX C: EMERGENCY ACTION PLAN TEMPLATE

EVENT :

DATE :

LOCATION :

Person in charge

1. Control the environment; evaluate the situation
2. Keep spectators, other competitors away
3. Do not move the injured athlete (s) or equipment
4. Decide on the best way to move the injured athlete(s) if the case is not too serious
5. Contact person responsible for placing emergency calls
6. Remain with the injured athlete(s)
7. Fill out an injury report
8. Locate medical profile of the injured athlete(s)

Person responsible for placing an emergency call:

1. Know where the phones are located
2. Prepare a list of useful telephone numbers in case of an emergency
3. Know how to precisely direct emergency medical personnel to the site
4. Provide all necessary information to the emergency medical personnel
5. Present the person in charge to the emergency medical personnel

INFORMATION:

Access to telephones :

cell phone battery well charged

List of emergency phone numbers :

Ambulance (911)

Parents

Doctor

Hospital

Police

Fire fighters

Directions to access the site, accurate directions to the site & sketch map of location

Location of first aid kit (must be accessible at all times and checked regularly)

APPENDIX D: TARGET CHAMPIONSHIP TEAM CAPTAIN MEETING AGENDA

1. The following people should be introduced (Technical Delegate):

A welcome message will be made to all coaches and athletes in attendance by the Technical Representative or an Archery Canada Staff person (or designate).

- Chairman Organizing Committee - include phone number if available;
- Administration with general number of the club or organization;
- Medical with Hospital and Emergency Number;
- Members of the Host Organizing Committee;
- Technical Delegate(s);
- Members of the Tournament Judges Committee;
- Jury of Appeal members;

2. **Message concerning Respect, athlete safety and True Sport principles.**

“Archery Canada welcomes all of our coaches and participants to these Championships. Before we begin we would like to remind all of our participants that we are committed to practicing safe sport and ensuring our athletes are provided with a safe and healthy environment in which to learn and develop. Archery Canada has adopted the True Sport principles, in an effort to create the right conditions for individuals to experience good sport, to value it, and to commit to it. You will find information on the TrueSport principles on the banners at Registration and Inspection.

We would like to remind you that it is the responsibility of all members, including coaches, parents/guardians, athletes, referees, club administrators and volunteers to ensure that we are all participating in a safe and respectful sport environment. Should you have questions or concerns, Archery Canada staff are here at the event and our Judges are here to support this mission and assist you.”

3. **Technical Aspects of the competition (Technical Delegate and Judge Chair)**

Stress AC rules that are special for the competition but also stress the rules that have been violated in the past or have given problems.

3.1 Competition Program

It is important to have the program distributed. Make sure that a version number and date is mentioned on each schedule. Schedules are subject to changes

3.2 Practice Information

Will practice will be allowed on the competition field and when?

Clearly indicate the time allowed per end or if the DOS or another individual will control the practice.

3.3 Registrants per Category

This can be covered by distributing a list of participants. Where the athlete numbers are to be picked up. Participants must check their category vs. the registration list.

3.4 Equipment Inspection

For each Championship, where and when.

What will be the order of inspection? - Where? / When?

3.5 Canadian Open

What categories will be shooting off?

Announce Start Times for each category and show sample grid sheet.

Where and how will the matches be displayed?

3.6 Scoring

- Where are the scorecards picked up/Returned?
- The scoring procedure should be articulated.
- How and to whom are errors/mistakes be reported?

3.7 Target / Field Access

Remind about Field Access protocols

3.8 Dress Regulations

Explain dress regulations. DOS should clarify when 'inclement weather clothing' will be allowed

4. Logistical Aspects from the HOC (Chair of HOC)

4.1 Transport (If required)

3.2 Meals/snacks during competition, meal breaks

5. Appeal Procedure (Technical Delegate)

Who is chair of the Jury? Explain the Appeal Procedure. Also, a sample form should be distributed.

6. Protocol and Ceremonies (Chair of HOC)

It is important for the teams to know the procedures related to the ceremonies. The following items should be addressed

6.1 Opening & Closing ceremony

- Place and time for staging;
- Will the nameplate be carried by the team or by Committee volunteers?
- How long will the ceremony take?
- Who will read the athlete oath?
- Who will read the Judge oath?
- Remember both languages.

6.2 Medal Ceremonies

When and where?

7. First Aid Emergency procedures (HOC Chair or Technical Delegate)

8. Emergency Action Plan (HOC Chair or Technical Delegate)

9. Miscellaneous

Items that could be included:

- Meetings that are scheduled, e.g. Archery Canada AGM/Town Hall;
- Judge/Coach seminars;
- Any information regarding the media;

APPENDIX E: CEREMONIAL OATH'S

Athlete's Oath

In the name of the competitors, I promise that we shall take part in these games, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honor of our teams.

Au nom de tous les concurrents, je promets que nous prendrons part à ces jeux en respectant et suivant les règles qui les régissent, en nous engageant pour un sport sans dopage et sans drogues, dans un esprit sportif pour la gloire du sport et l'honneur de nos équipes.

Judge's Oath

In the name of all the Judges and officials, I promise that we shall officiate in this championship with complete impartiality, respecting and abiding by the rules which govern them in the true spirit of sportsmanship.

Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions pendant ces championnats en toute impartialité en respectant et suivant les règles qui les régissent dans un esprit sportif.

Coaches Oath

In the name of all the coaches and other members of the athletes' entourage, I promise that we shall commit ourselves to ensuring that the spirit of sportsmanship and fair play is fully adhered to and upheld in accordance with the fundamental principles of Olympism.

Au nom de tous les concurrents, je promets que nous prendrons part à ces Jeux olympiques en respectant et suivant les règles qui les régissent, en nous engageant pour un sport sans dopage et sans drogue, dans un esprit de sportivité, pour la gloire du sport et l'honneur de nos équipes.

APPENDIX F: Post Competition Report

Pre-Event Planning

What Processes worked well?

What Processes did not work well?

What can be improved?

Venue Evaluation

Event Execution

What went well?

What did not go well?

What can be improved?

*A finalized budget should also be submitted alongside the Post-Competition Report.