

Regional Indoor Championships

Site Directors Checklist

Please keep this list handy check off items as they are completed

Before the Event:

- Register your site on lanseo. Please contact Zoe Meil at zmeil@archerycanada.ca, if you need assistance.
- Prepare promotional materials about the event such as posters, social media images etc, to promote your event
- Ensure the venue is in good condition and all lighting is maintained
- Download any materials from the Archery Canada website you may need at:
<https://archerycanada.ca/national-competitions/regional-indoor-championships/>
 - Includes Scorecards
- Determine your clubs registration fees. Keep in mind Archery Canada's fees are the following (as of Jan 2023)
 - Youth: \$5.00
 - Adults: \$8.00
 - Teams: \$15.00
- Ensure you have a certified Provincial Judge available for your event. If an exemption is needed, please contact Archery Canada at judging@archerycanada.ca
- Distribute a copy of the General Information Package to your Director of Shooting (DOS) and judges on site.

During the Event:

- Post Indoor Records for participants to see
- Enter all your registrants information into the Google Score sheet that will be provided to you by Archery Canada.
- Enter all team registrants information into the Google Score Sheet that is provided
- Announce scoring method for all categories (ensure inner ten being scored by the correct categories)
- Check that each archer has two copies of scorecards, they are signed accordingly and retain one copy.

After the Event:

- Ensure all scores have been entered appropriately into your Google Score Sheet. This sheet is linked to the live score sheet and is updated every 5 minutes. Following the event, RIC Coordinators will have access to scoresheets removed by Monday at 12 pm EST. Make sure all your scores are in by the deadline
- Archery Canada will follow up with an invoice for registrants fees as well as a survey about the event. Please take the time to complete.
- Provide details on where competitors may find results.
- Check posted results for the site to check for possible errors or omissions.
- Keep all scorecards until at least March 31.