



## 2022 Event Host Guidelines – 3D Tournaments

### Introduction

This program document serves to outline the club event registration process, timelines, resources available to clubs and responsibilities of clubs hosting partner events.

Due to the potential impacts of the COVID-19 pandemic, Archery Manitoba reserves the right to amend this document and make changes to the event calendar throughout the year as required.

Archery Manitoba Affiliated Clubs are eligible to register, and host funded 3D events. Clubs are eligible to apply for funding for one (1) outdoor 3D event per calendar year. In order to be eligible to receive a hosting grant the event must be submitted by the registration deadline and meet the following criteria.

#### Important Note:

All 3D events associated with Archery Manitoba must adhere to the “Archery Manitoba Return to Sport Protocol”. The Archery Manitoba Return to Sport Protocol is a government approved document establishing safety measures to lower the risks of COVID19. It can be found at:

<http://archerymanitoba.ca/wp-content/uploads/2021/09/Return-to-Sport-for-Archery-Manitoba-v6.1.pdf>

The Archery Manitoba liability insurance policy will not cover “associate non-members” (aka. guests) to participate in any competitive categories. Please note, this means, any archer in a competitive category, submitting a score must be a current Archery Manitoba Member.

### Event Categories

#### Club Events

Archery Manitoba Clubs can host as many club level events as they choose. The clubs can structure their events to support club needs, member requests, etc.

Archery Manitoba will provide the following to a “Club Shoot”:

- Provide Score Cards & Score Sheets
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & include in the monthly newsletter
- Design an event poster online promotion
- Provide Club with up-to-date Archery Manitoba Member list prior to event
- Post Event Results on the Archery Manitoba Results Page
- Track/record Archery Manitoba membership/non- membership and ensure only members receive the \$5 discount. Provide all non-members a link to 2021 membership registration.
- Provide Online Registration (optional). Note, pre-registration may be mandatory as part of the COVID-19 “Return to Sport” Protocol.
- Eligible to rent Archery Manitoba 3D Targets at a cost \$200 (IBO or ASA sets). Clubs are responsible for delivery of targets, with the optional use of organizational trailers. **Please note condition of target rental at the end of this document.**

### **Clubs must meet the following criteria to host Club Events**

- Follow Safety Guidelines
- Clubs follow Provincially Approved Return to Sport COVID-19 Protocols
- Have a Certified Club Range Safety Officer present
- Be an affiliated partner club in good standing
- Ensure that all non-member guests are recorded and pay a guest insurance fee of \$5.

### **Qualifier Events**

Archery Manitoba will provide a minimum of 4 Qualifier, inclusive of the Provincial Championships.

### **Archery Manitoba will provide the following to a Qualifier Shoot:**

- Provide Score Cards & Score Sheets
- Design an event poster online promotion & provide paper copied upon request
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & include in the Monthly newsletter
- Provide Club with up to date Archery Manitoba Member list prior to event
- Post Event Results on the Archery Manitoba Results Page
- Provide Online Registration (optional for participants to utilize)
- Provide Registration Coordinator at time of event
- Provide Provincial Judge
- Priority access to the Archery Manitoba 3-D Targets/trailer with no rental fee
- Indoor 3-D events will receive a \$400 Host Grant and \$200 in prizes
- Outdoor 3-D events will receive a \$200 host grant and \$200 in prizes

### **Outdoor Qualifier Events:**

Affiliated Clubs can host a maximum of one funded outdoor “Archery Manitoba Qualifier Event” per year.

### **Clubs must meet the following:**

- Follow Safety Guidelines
- Clubs follow Provincially Approved Return to Sport COVID-19 Protocols
- Have a Certified Club Range Safety Officer present
- Implement and ensure there is double scoring
- Submit Post Event Report Form to Archery Manitoba Office within 10 business days of event
- Offer Online Registration – with a \$5 walk up fee to anyone that does not pre-register
- Post the results on site during the event, with a leaderboard maintained after the first round, and after the event.
- Hold an awards presentation awarding medals to Youth participants (Pee wee, Pre-Cub and Cub) and drawing door prizes. Medals will be provided by Archery Manitoba.
- Provide a minimum of two (volunteers) to assist with registration, score board and results.
- In partnership with Archery Manitoba Registration Coordinator, confirm Archery Manitoba membership/non- membership \$5 insurance fee is paid. Provide all non-members with a 2020 membership form.

## **Provincial Championships 3D Events**

### **Archery Manitoba will provide the following to a Provincial Championship event:**

- Provide Score Cards & Score Sheets
- Design an event poster online promotion & provide paper copied upon request
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & include in the Monthly newsletter
- Provide Club with up to date Archery Manitoba Member list prior to event
- Post Event Results on the Archery Manitoba Results Page
- Provide Online Registration (optional for participants to utilize)
- Provide Registration Coordinator at time of event
- Provide Provincial Judge (optional for all events except Provincial Championships)
- Priority access to the Archery Manitoba 3-D Targets/trailer with no rental fee
- Indoor Provincial Championships will receive a \$400 Host Grant, \$200 in prizes, and Custom Championship Medals will be presented to the top 3 or 1/3 of competitors in each division (whichever is lower)
- Outdoor Provincial Championships will receive a \$400 host grant, \$200 in prizes and Custom Championship Medals will be presented to the top 3 or 1/3 of competitors in each division (whichever is lower)

**Provincial Championship Tournaments** must meet the following requirements in order to receive funding:

- A minimum of Two 20 target courses for outdoors, one 20 target course for Indoors
- Certified Provincial Judge – Club must provide overnight accommodation if necessary
- Online Pre-Registration
- Shotgun Start
- Double Scoring
- Must follow Archery Canada Rules
- Submit a Post Event Report Form to Archery Manitoba office within 10 business days of event to receive grant funding.
- **The event must be scheduled to be hosted on the weekends of August 14/15 or August 21/22, 2022.**

## **Provincial Team Qualifiers**

Archery Manitoba have scheduled four (4) Qualifiers, including Provincial Championships in 2022. The Qualifier events may be standalone events organized by Archery Manitoba or hosted with a partner club. Archery Manitoba asks partner clubs to consider hosting a Qualifier in part with their event or on the same weekend. Archery Manitoba's intention is to host the Qualifiers on the following weekends:

- May 7 or 8, 2022
- June 11 or 12, 2022
- July 9 or 10, 2022

- August 13/14 or August 20/22 (Provincial Outdoor Championships)

### **Registration to host a 2022 Event**

Registration Deadlines:

Indoor Event: December 15, 2021

Outdoor Event: February 7, 2022

The online registration form can be accessed at: <https://forms.gle/EvrY5KvWRmiJtyDC9>

or a link can be found on the Archery Manitoba Website at: <http://Archery Manitoba .ca/about/clubs/>

Dates will be given out on a first come first serve basis. Every effort will be made to accommodate requests. If two clubs choose the same day, and the clubs cannot agree on an alternate date, the club whom first submitted their request, as determined by date and time email application was received, will be awarded the date.

Registered events must be open to all Archery Manitoba, Archery Canada and World Archery members unless there are specific other requirements (such as Provincial Championship).

In the case that an event has to be rescheduled, due to events beyond the clubs control, such as, COVID-19, late spring thaw, natural disaster, etc., and by request of the affected club, the Board, on its discretion, may award another unrequested date, or if no unrequested dates are available the Board may allow the event to take place on the same weekend as another event, but not the same day.

No other event will be Qualifier on the same weekend as a Provincial Championship event or National Championship event held within the Province of Manitoba.

### **Officiating**

All Provincial Championship events must follow Archery Canada rules and be officiated by a certified Provincial Judge. Archery Manitoba will appoint for judges for all events as required or requested. Clubs may identify Local Judges available for Archery Manitoba Qualifier events.

Club Judge Grant – Clubs are eligible to attain an additional \$50 grant if they appoint a local judge that meets the following criteria:

- a. A club member is appointed by the club to serve as local judge
- b. That individual be available during registration to assist with any questions regarding equipment / rules
- c. That individual must have successfully completed the 3D local judge written open book exams prior to the event and is also a Range Safety Officer
- d. Archery Manitoba will offer judge mentoring for club interested, at no cost to the club.

Note: local judges will be allowed to participate in the event.

**Recommended Event Fees** - For Qualifier events, the required entrance fees are:

- \$35.00 for Senior, and Master age class
- \$25.00 for Junior, and Cadet Age class
- \$20.00 for Cub and Pre-cub age class
- \$10.00 for Peewee age class

A \$5.00 discount of event fees must be offered to all participants who are current members of Archery Manitoba in good standing. Please note, the additional \$5 charge to non-members is for guest liability insurance, be sure to record the names of all non-members for insurance purposes.

### **Results**

Archery Manitoba will ensure that results are published and are correctly submitted to AC and WA as required. Clubs are responsible for submitting results in the required electronic format and for retention of a copy of each scorecard.

### **Target Rental Conditions:**

- Targets come in a secured utility trailer. Transport of the Targets is at the expense of the club.
- Targets are to be setup for the event weekend, allowing as little time as possible for weathering or risk of theft.
- Targets are to be used for the sole purpose of the registered event.
- If targets are poorly handled, cared for or used outside the registered event, the club may be ineligible to rent in the future.