

3D Archery Association of Australia Inc



COMPETITION POLICY

Effective from 1/01/2021

PREFACE

It gives me great pleasure to introduce you to the 3D Archery Association of Australia Inc Competition Policy which is the result of condensing many previous rules, procedures and common practices, used by 3D Archery Association of Australia Inc (3DAAA) in the past, into a single document.

The Competition Policy is another of 3DAAA's policies developed to manage Association Events in a consistent manner thereby enhancing the members experience irrespective of the Event they attend. I am confident that with further policy developments and relationships with other stakeholders, that 3DAAA will continue to develop strong sporting culture aimed at 3D Archery.

Yours in Archery

Terry Sheather
President
3D Archery Association of Australia Inc.
January 2021

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1. Authority

This Policy is issued by the President under Rule 2.1.(s) of 3DAAA's Constitution.

2. Sunset Clause

Unless reviewed or revoked, this Policy will remain effective until 31 December 2021

3. Information

This Policy has been developed to assist Clubs in understanding the manner in which 3DAAA expects its Affiliated Clubs to manage tournaments, from the application process to the remittance of monies and the provision of results. By providing a consistent process, 3DAAA believes that the entire experience for both Host Clubs and the participating archer will be enhanced.

This Policy refers to a number of other documents and the competition rules and should be read in conjunction with them.

It is also a condition of 3DAAA's insurance that all Events are conducted in accordance with the Policies and Rules of 3DAAA.

4. Tournament Year

The annual tournament year commences on the first day of **January** and continues until the last day of **December** and will take its name from the year in which the majority of the Events occur.

5. Tournament Classifications

All tournaments conducted by Affiliated Clubs can be classified under 5 major headings. Each classification brings with it particular responsibilities to both the Affiliated Club and 3DAAA. Events which are not sanctioned by 3DAAA are not covered by 3DAAA's Insurance.

Events defined under the first four classifications will constitute the National Calendar and will have priority in the order listed below.

5.1 National Titles

Each year 3DAAA will host its National Titles at a time and place decided by the 3DAAA Committee and will be the final Event in the shooting calendar. Winners of this Event will be declared National Champions of their division. This Event will also be the final round in the competition for Shooter of the Year.

The National Titles will be managed by the 3DAAA Committee, however in the event that the 3DAAA Committee does not have sufficient resources to setup or manage the Event the 3DAAA Committee may enter into an agreement with an Affiliated Club to host the Event. Such agreement will include range requirements, presentation venue and include a cost and profit sharing arrangement.

5.2 Sanctioned Event

These tournaments are defined as being those Events at which competitors can accumulate points for the Annual Awards Program.

To be eligible for sanctioning the Event must meet the criteria shown in Appendix A. In resolving date conflicts when developing the calendar, Sanctioned Events have preference over Special Events and Club Shoots.

5.3 Indoor National Championships

The Indoor National Championships are organised by 3DAAA and hosted by Affiliated Clubs but is not a part of the Annual Shooter of the Year Award Program. The format will be determined by the 3DAAA committee and may be changed by the 3DAAA Committee. The National Tournament Director will try ensure there will be a venue in each state.

3DAAA will supply the targets (standard target, Delta ASA Indoor Round Target in accordance with (IAW) the 3DAAA Target Policy) and trophies for this Event. Trophies will be presented at the end of year awards night.

The Event will take place over one (1) weekend as set out in the official 3DAAA calendar.

Application forms to host either Sanctioned Events or Special Events will be available on 3DAAA's website.

Refer to the 3DAAA Rules of Shoot.

5.4 Special Event

A Special Event is an Event which is organised by an Affiliated Club but is not a part of the Annual Award Program. The format is defined by the Club and may be themed to suit local festival activities, recognise particular bow types or act as fundraising for either the Club or charitable organisations.

All Special Events require sanctioning by the 3DAAA Committee.

A Club must hold a Sanctioned Event(s) shoot within the same calendar year to be eligible to hold a Special Event. Some special circumstances are permitted where deemed by the 3DAAA committee.

A Club Event which is advertised beyond the Club calendar or Clubs social media pages and/or with a higher than normal entry fee, is deemed to be a Special Event for which sanctioning is required except in the circumstance as defined below.

In the Event where a Special Event is proposed as a Fundraising Event for a charitable purpose, 3DAAA reserves the right to donate its remittance monies from the Event to the charitable purpose, provided such donation is recorded under the name of 3DAAA.

Special Event formats must be approved as a part of the Event application process.

To be eligible for sanctioning the Event must meet the criteria shown in Appendix B.

5.5 Club Shoot

A one day Event organised by an affiliate Club and advertised in the Club calendar or Clubs social media pages only. Club Shoots used to promote local interclub challenges where the individual or Club is rewarded at the completion of the challenge are defined under this Policy as Club Shoots, even though they may be advertised wider than the Club calendar.

Club Shoots must meet the format shown in Appendix C.

In order to be covered by 3DAAA's insurance, Affiliated Clubs must produce an annual Club calendar. This does not restrict the Club altering the calendar throughout the year by a minute in their meeting records, as its circumstances change.

6. Youths and Cubs

- 6.1. The age qualifications for the Youth and Cub divisions are defined in the Rules of Shoot. For Sanctioned Events, a Cub may advance to the next competitive division in their last year as a Cub. There is no restriction on the Cub to return to their previous eligible division as long as they have not competed in three (3) or more Sanctioned Events in the same calendar year.
- 6.2. For Sanctioned Events, a Youth may advance to the next competitive division without restriction as long as written application is made to the 3DAAA Committee before any approval is granted. There is no restriction on the Youth to return to their previous eligible division as long as they have not competed in three (3) or more Sanctioned Events in the same calendar year
- 6.3. A Youth or Cub may compete in a higher division in Special Events or Club Shoots without restricting their ability to compete in their age qualified division at a Sanctioned Event or the National Titles.
- 6.4. A Youth or Cub who wishes to compete for Shooter of the Year in a higher division must qualify in that higher division throughout the year prior to the National Titles.
- 6.5. All Bow Draw weight restrictions remain in place IAW the Rules of Shoot regardless of Cubs or Youths Archers shooting in the higher division. Archers under the age of 12 are restricted to a maximum of 40 Lbs draw weight. Archers under the age of 17 are restricted to a maximum of 60Lbs Draw weight. **PARENTS** of Cub and Youth shooters do not play the performance game with your child's equipment. Do not put their score at risk for point deduction or disqualification.
- 6.6. There are restrictions on Youth and Cub participation in Exhibition Matches. (See 9. Exhibition Matches)

7. Event Sanctioning

7.1 Procedure

3DAAA will publish its Annual Event calendar as close to the National Titles each year. To achieve this deadline, both the Affiliated Clubs and 3DAAA must adhere to the process and timetable shown in Appendix D.

Each year the National Tournament Director or their delegate will advise the Affiliated Clubs, usually by email, of the start of the process and the deadline dates. Such advice will be sent to the last advised email contact address the Club has provided to 3DAAA. It is the Club's responsibility to ensure that 3DAAA has the Club's latest contact details. Any delays caused by incorrect contact details are the responsibility of the Club.

Affiliated Clubs must make application on the prescribed forms and pay the prescribed fees, before the Event will receive consideration.

Application forms to host either Sanctioned Events or Special Events will be available on 3DAAA's website.

7.2 Withdrawal of Events

Should a Club withdraw an application for an Event prior to release of the calendar but after the withdrawal date, or withdraw an Event once approved, they will forfeit the deposit paid with the application. Clubs withdrawing an Event prior to the withdrawal date will be refunded their deposit. See Appendix D for the current cut off date.

In exceptional circumstances, the Club may apply in writing for a refund of the application. The 3DAAA Committee will take into account a number of factors in consideration of a refund such as:

- The circumstances surrounding the reason for the withdrawal.
- The Club's previous history of support of 3DAAA

In the first instance, 3DAAA may offer an alternative date to the Club which it believes is suitable and does not have any impact on the attendance of other Clubs' Events.

7.3 Late Applications

A Late Application, one that is beyond the cut off date set out in the advice to the Clubs, will attract a fee set by the 3DAAA Committee and outlined in the advice to the Clubs.

Late applications will only be considered at the discretion of the National Tournament Director, as long as its approval will not cause an attendance impact on other Events whose application was received within the cut off period.

7.4 Shoot Application Deposit

All applications for Sanctioned Events or Special Events must be accompanied by a deposit as defined on the current application form. The deposit will be deducted from the shoot remittance returned to 3DAAA at the completion of the Event.

7.5 Application Date Conflicts

Should 2 or more Clubs apply for the same date the matter will be resolved by the National Tournament Director considering:

- The historical allocation of the date
- The Event types applied for in the applications.
- The Club's history in supporting 3DAAA and compliance with its Policies.

8. Shoot Times

Weather and local conditions permitting, range opening and closing times will conform to those shown in the Rules of Shoot.

If local conditions dictate a change to these times, they must be displayed at the registration area or appear on the shoot program for the particular Event.

It will be the responsibility of the Host Club to determine adjustment of shoot times due to local conditions (ie fog, heat, fire etc) in consultation with the 3DAAA committee member/s present at shoot.

9. Exhibition Matches

An Exhibition Match is defined as any competition between individuals or teams conducted as a separate entity after the conclusion of either day's competition and which does not contribute to the overall winners of the Event. Scores used to determine the entrants for the exhibition Event may be drawn from either, or both day's scores. Examples include Top 10 Shoot Outs and Matchplays.

The inclusion of any Exhibition Match is at the sole discretion of the Host Club however Exhibition Match formats at Sanctioned Events or Special Events requires prior approval as a part of the Event Application process.

If a Top 10 Event is chosen, then it must be approved as a part of the Event Application process.

Cubs are prohibited from participating in any form of exhibition match. This does not include fun or special award shots designed specifically for the Cubs and Youth Archers. Youth Archers cannot participate in Top 10 matches however Youth Archers 15 years and older may, if they choose to do so and have parental or guardian approval, participate in separate match play Events if offered by the Host Club.

10. Shoot Management

10.1 Responsibility for the Shoot

The management of all Events is the responsibility of the Host Club. Officials of the Club are responsible for undertaking the duties of National Tournament Director, Range Officials and Protest Committees as defined in the Rules of Shoot.

It shall also be the responsibility of the Club to determine if an Event should be "Called Off" due to safety concerns or unforeseeable circumstances, in consultation with the 3DAAA committee.

If a member or members of the National Management 3DAAA Committee are in attendance, the Club must ask for advice on any matter, however the final decision rests with the Host Club.

3DAAA Reserve the right to revoke the Authorisation to hold the Shoot on the grounds of Insurance Breach, Duty of Care or other Lawful issue.

If the Sanctioned Event is cancelled and the Host Club incurs a loss in expenditure/costs which cannot be recovered in an acceptable manner, application can be made to 3DAAA for support to ensure the Club does not lose Club funds.

In the instance of a National State or Governing Body determines that the shoot is to cease The Club MUST follow the advice and instruction of the relevant Organisation/Governing Body. This can be done with or without consultation of 3DAAA but must be reported to 3DAAA within an acceptable time frame. (Acceptable time frame is within 24 Hours)

10.2 Attendance Registers

The Club is to collect the names and signatures of all participants at any Sanctioned Event, special or Club Event.

For Sanctioned Events and Special Events, 3DAAA will provide a "sign on" sheet, which must be completed and signed by each competitor and returned to 3DAAA at the completion of the Event.

It is the Club's responsibility to manage the collection and storage of the "sign on" sheets for Club Events. These records are to be kept by the Club for at least 12 months, as evidence of attendance should a claim be made against 3DAAA's insurers or for any other matter, which requires evidence of attendance.

Separate Sign on Sheets are available from the website for new members, who join or renew on the day and whose name does not appear on the provided "sign on" sheet as well as non-members who compete as visitors in the NCC class.

Parent/Guardian must "Sign In" any person under the age of 18 years of age.

10.3 Membership Validation

It is the Affiliated Club's responsibility to check the membership status of all competitors at any Sanctioned Event, special or Club Event.

In order to facilitate the process for Sanctioned Events and Special Events, 3DAAA will provide to the Host Club, no earlier than 5 days before the start of the Event, a list of all the current financial members of 3DAAA as at the last day of the Event. This list is provided in an electronic form.

If a competitor claims to be financial and can produce a Membership Card or receipt from the on-line membership system in support of their claim, but their name does not appear on the list, they are to be regarded as being financial and the matter referred to the Membership Secretary in the Shoot Report following the Event.

If a competitor claims to be a Member and their name does not appear on the list and they cannot be produce a Membership Card in support of their claim, the competitor has two options:

1. They can complete a Membership Application and pay the membership fee and compete in their preferred division. If, at a later date, 3DAAA finds an error in their membership status, the membership fee will be refunded in full.
2. The competitor can pay the shoot fee alone and compete in the NCC class. If at a later date, 3DAAA finds an error in their membership status no alteration to the Event placings or Annual Awards points will be made.

If a competitor is later found to be un-financial at the time of the Event, the Score Recorder will make an adjustment in the Shooter of the Year points and the official results listing. It will be the Host Club's responsibility to manage the re-allocation of trophies.

10.4 Visitors

Visitors are encouraged to attend all forms of competition at all levels in 3DAAA and must be managed in accordance with 3DAAA's Visitor and Association Cross Participation Policy.

10.5 Scorecards

For all Sanctioned Events, double scoring must be used and the scorecards held by the Host Club for 12 months after the Event.

An official scorecard and check scorecard template will be available for use by Host Clubs from the website. Unless provided by 3DAAA.

The template may contain logos of 3DAAA's sponsors.

It's the Club's responsibility to choose the scorecard format for special and Club Events however Clubs must use an approved scorecard for all Sanctioned Events.

10.6 Trophies

Special Event and Club Event trophies are at the discretion of the Club.

Sanctioned Event trophies must be approved by the 3DAAA Committee, as a part of the Event approval process. In doing so, the 3DAAA Committee will take into account the type of trophy and its value with respect to the entry fee for the Event.

At Sanctioned Events, trophies will be presented to all current competition divisions listed in the rules which have an entrant registered.

Certificates will be presented to the winning Club and sponsored teams at Sanctioned Events. Editable certificate templates in a commonly used electronic format will be provided on the website.

At Special Events, trophies will be presented to all advertised competition divisions which have an entrant registered.

11. Shoot Management Process

All Sanctioned Event and Special Events must follow the shoot management guidelines defined in Appendix E

12. Accidents/Injuries

Under the terms of 3DAAA's Insurance Policy, 3DAAA must notify the insurer, within a reasonable time, of any accident or injury, which may give rise to a claim under the Policy.

For the purposes of this Policy, 3DAAA has deemed 5 business days from the completion of the Event as a reasonable time, unless a sooner time frame is deemed by Law.

Under this Policy, 3DAAA has now delegated that responsibility to the Host Club for any Event held by that Club.

For all Events, 3DAAA will provide an accident/injury advice form on the website, which must be completed and returned to 3DAAA within the defined period.

The scope of reporting is confined to any activities which occur on grounds under the Host Club's control for a Sanctioned Event or Special Event, a Club Shoot or Working Bee.

For Accidents/Injuries outside the control of the Host Club but under the terms of the Personal Accident Insurance Policy, (i.e. travelling to or from the Event) it is the member's responsibility to advise 3DAAA in writing of any potential claim.

Failure to advise 3DAAA within the prescribed time may lead to a rejection of the claim by the Insurer.

13. Provision of Results

For Queensland, Victoria and New South Wales Sanctioned Events, 3DAAA provides a laptop, printer and software to be used for recording the scores.

Where 3DAAA's computer is used, it is the responsibility of the 3DAAA to arrange delivery of the computer to the following Host Club.

An electronic copy of the results, output from the supplied software, must be forwarded to 3DAAA's Score Recorder by email within 2 days of the completion of any Sanctioned Event.

Posting of result listings on any website, forum or other social media by the Club or shoot official is prohibited under this Policy. Once the results have been checked by the National Score Recorder, they will be posted in the appropriate area on the 3DAAA website.

See Appendix F for guidelines on score recording and the information to be provided to the National Score Recorder.

14. Shoot Reports

At the completion of a Sanctioned Event or Special Event, the Host Club must provide to 3DAAA an Event report within 14 calendar days containing information defined in the Shoot Return Checklist for the appropriate classification of Event. A copy of the checklist will be provided on the website. If the return contains New Memberships, they MUST be forwarded to the Membership Secretary under separate cover within 2 days so that they can be processed before the next Event.

15. Submission of Event Stories and Photographs

There exists the opportunity to all Host Clubs to promote their Sanctioned Event or Special Event through 3DAAA's website.

Clubs are required to provide a short story and photographs of the Event in an electronic format to the Score recorder as soon as possible after the Event.

The provision of this information may be used in determining an Affiliated Club's support for 3DAAA in the future.

16. Annual and National Awards

3DAAA runs four (4) Annual Award Programs which competitor are automatically entered provided they have met the eligibility requirements and another for which applications must be provided by a nominee.

16.1 Shooter of the Year

The Rules of Shoot deals with the eligibility criteria for these awards.

16.2 State Series

The three (3) highest placing points from Sanctioned Events within the competition year are used to determine the winners. The Rules of Shoot cover eligibility for these awards.

16.3 Marg Cowin Award & Steven Reeks Medal

To be eligible for the Marg Cowin award, a female member must win Shooter of the Year in their competition division. The winner may come from any of the female Shooter of the Year winners.

To be eligible for the Steven Reeks Medal, a male member must win Shooter of the Year in their competition division. The winner may come from any of the male Shooter of the Year winners.

16.4 Young Achievers Award

Commencing in 2013, the Young Achievers Award will recognise achievements of Cubs and juniors throughout the year.

The award is not restricted to archery performance alone and the decision will be made based on the applicant's performance both in competition and as a member of 3DAAA.

Application forms will be available on 3DAAA's website and must be received by the 3DAAA Committee by the 1st November in the year of the award.

16.5 Additional National Awards

Commencing 2018 the National Committee agreed to award the Jake Collins Award which is to be awarded to the Highest Cub or Youth Score at the National Championships, Further information will be found on the 3DAAA Official Website. The Antlers are now awarded to the Highest Adult Division score for the National Championships.

2 Dogs Medal is awarded to 4th Place in the MBO Division (ONLY) and the historical information and recipients are kept with the official records on the 3DAAA Website.

17 Responsibilities under this Policy

3DAAA and the Affiliated Clubs must take reasonable steps to ensure that the implementation, compliance and enforcement of this policy is affected.

17.1 The National Management 3DAAA Committee must:

- Adopt and comply with this Policy.
- Recognise and enforce any penalty imposed under this Policy.
- Publish, distribute and promote this Policy (and any amendments made to it from time to time) to the members in a practical manner and make a copy of this Policy publicly available.
- Use any forms, contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as contracts, entry forms and player registration forms.

17.2 Affiliated Club Management Committees must, as a Condition of their Affiliation:

- Adopt and comply with this Policy.
- Promote this Policy (and any amendments made to it from time to time) to their members in any manner required by 3DAAA.
- Use any forms, contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as contracts, entry forms and player registration forms, or as directed by 3DAAA Use any forms, contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as contracts, entry forms and player registration forms.
- Report to the 3DAAA National Management Committee, any breaches of the Policy.

18. Appendix's

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Appendix A

Sanctioned Event Criteria

- The Host Club must provide 5 courses each of 10 targets.
 1. Day1 will consist of 30 targets set on 3 courses
 2. Day 2 will consist of 20 targets set on 2 courses

In certain circumstances, the 3DAAA Committee may rule targets be withdrawn from the competition. In such circumstances, the tournament will be conducted over the reduced number.

Where the same ranges are used for day 2 of the competition, a minimum of 16 of the targets must be altered from the previous day's configuration.

For the purposes of this requirement, the definition of altered will include but is not limited to a combination of the following:

- Altering the shooting distance by moving the target and the shooting pegs.
- Altering the target used
- Altering the direction of the shooting lane by moving either the target or the shooting pegs to a different alignment. *(Note: care should be taken in choosing this method so as not to increase the risk to competitors of overshoots or misses at other targets or on walking tracks. Refer to the Course Setting Guidelines)*
- Changing the shooting distance by moving the shooting peg alone is not considered an alteration to the course.
- Range opening times must meet the Shoot Times defined in this Policy (Parra 8)
- All targets used must comply with 3DAAA's Target Policy.
- Range design must comply with 3DAAA's Course Setting Guidelines.
- All shooting divisions currently listed in the Rules of Shoot must be offered at nomination and an award presented at the presentations if there is a competitor entered in that division.
- Presentations will be made as soon a practical after the completion of the last day of the competition.
- Sponsored and Club teams will be recognised at the presentations with the award of certificates.
- The inclusion of an Exhibition Event is optional, but if chosen then the format must have been approved by the 3DAAA Committee prior to the Event.
- Within 2 days of the completion of the Event, an electronic copy of the results must be emailed to the National Score Recorder
- Within 14 calendar days of the end of the Event, the shoot report must be forwarded to 3DAAA.

Appendix B

Special Event Criteria

Because Special Events do not contribute points to the Annual Awards Program, their format is entirely the responsibility of the Clubs to define provided they comply with the safety requirements of 3DAAA. These variations may include but are not limited to.

- Not offering all the divisions listed in the Rules.
- Scoring variations on the target. eg the use of other scoring rings
- The use of moving targets. *(provided the overshoot and miss risk has been appropriately managed)*
- Multiple targets from one shooting peg.
- Multiple arrows at a single target.
- Variation in maximum distances for each shooting peg.
- Single or multiple day Events.
- Individual or team Events or a combination of both.
- Mixture of 2D and 3D targets.
- Use of targets not listed in 3DAAA's Target Policy.
- Within 2 days of the completion of the Event, an electronic copy of the results must be emailed to the National Score Recorder.
- Within 14 calendar days of the end of the Event, the Shoot Report must be forwarded to 3DAAA.
- Whilst range design has a greater latitude than a Sanctioned Event, it must comply with 3DAAA's Course Setting Guidelines in respect to safety.

Appendix C

Club Events

Other than, for the safety requirements of 3DAAA's Rules, Courses, Policies and Guidelines, the Club has sole discretion as to the format of the Event.

Club Shoots should not be scheduled at the same time as Sanctioned Events unless it can be demonstrated by the Host Club, that such an Event will have no impact on the Sanctioned Event.

Appendix D

Sanctioning Procedure

1. The National Tournament Director will advise Clubs of the start of the process and include a draft calendar, based on the current year's calendar, by the end of July each year.
2. **Each Club that wishes to host a Sanctioned Event or Special Event the following year will complete an application form on the website, and Submit it to the National Tournament Director no later than the end of September along with their Affiliation application for that year.**

Note – By this date some Clubs may be unsure as to whether they wish to host a shoot or may not have secured a suitable venue. They should return the application form filled out with as much information as possible so that the National Tournament Director can allocate a date. If a Club decides before 16 October that they do not want to host an Event they can withdraw their application by advising the National Tournament Director of their decision in writing. Applications withdrawn prior to 16 October will receive a refund of the Event deposit. Applications withdrawn after 16 October will forfeit their Event deposit.

3. During the month of October, the National Tournament Director will resolve any conflicts between Event applications.
4. As soon as practical after October 16, the 3DAAA Committee will convene to approve the National Tournament Director's recommendations for the calendar. The National Tournament Director will advise the Clubs of the approved calendar as soon as practical after the approval.
5. The calendar will be posted on the website as soon as possible after the National Titles.
6. Additional Events may be added to the calendar after it has been published but at the 3DAAA Committee's discretion.

Appendix E

Shoot Management Process

Below is the list of documents required by shoot organisers for use at the registration (or sign on) table: All are available from the Documents section of the 3DAAA website.

- **Competitor's List** – PDF download. This document is for your records to list names, divisions, etc for easier data entry to the database for scoring purposes. This sheet does not need to be returned to 3DAAA with your shoot remittance paperwork.
- **Teams Sign On Sheets** – For both Club & Sponsored Teams for nomination of archers. The Club teams can have different members at each shoot. The Sponsored teams will have the same members at each shoot. In both cases, the teams must fill out the nomination form in order to be eligible for the annual point score. These must nominate prior to shooting to avoid any chance of unfairly influencing the outcome of the results.
- **New & Renewing Member Sign on Sheets** – For new members who sign up at the shoot to complete. Members whose membership has lapsed and whose names do not appear on the Sign On sheets sent by the Membership Secretary. Obviously, these members will not have their name listed on the Sign On sheets (as provided by the Membership Secretary, see below) but are covered for insurance by signing one of these documents.

The shoot return should include a membership form for each person/family who appear on these forms (except those holding an on-line receipt)
- **3DAAA Membership forms** – To be filled out by new applicants & renewing applicants.
- **Rule Book** – It's advisable to have a printed copy of the Rules of Shoot on hand for any queries & the resolution of any disputes.
- **Photographic Form** – Anyone wishing to take a camera on range agrees to sign a form and give 3DAAA access to the photos they take during the course of the shoot, for publicity purposes. Photos can be sent to 3DAAA on the address on the form or the photos can be copied from the camera's memory card to the relevant Association laptop for sending to 3DAAA following the completion of the shoot.
- **Team Certificates** – These are provided in an editable Word document format so that shoot administration can:
 - Change the year date.
 - Enter the team name.
- **Sanctioned Event or Special Event Remittance form** – These forms are used to calculate the funds to be returned to the National Tournament Director.
- **Sanctioned Event or Special Event Return Check List** – These forms are used to ensure that everything has been included in the return to the National Tournament Director

- **Shoot Report** - These are emailed to a Club nominated person just prior to the Event (usually a Thursday prior). They contain a list of financial members at the date of printing and are used to establish an entrant's financial status.

Every financial member at an Event must sign a shoot register to be covered by insurance.

If their names do not appear on the list and they cannot show a current membership card or an electronic on-line receipt, they must complete a membership form and sign the New or Renewing Membership form to be covered by insurance.

Members who have paid using the on-line membership process have been provided an electronic receipt as proof of purchase. If their name does not appear on the shoot report then they must also sign-on on the New Membership sheet and their entry noted with the on-line receipt number.

Members who pay through their Club need to ensure that they receive the NEW tear off receipt from the bottom of the membership form specifying that their membership has been paid through the Club. If their name does not appear on the membership list and they have such a receipt the process is the same as for members who have used the on-line system.

Appendix F

Score Recording Guidelines

Everybody wants to see the results from the shoots posted on 3DAAA website as quickly as possible. With that in mind, you can help expedite the process by ensuring the following steps are completed before shutting down the scoring computer and when sending the data to the National Score Recorder for checking:

1. Before shutting down the computer, check for ties in all divisions down to 10th place. Shooter of the Year points are allocated up to 10th place, so while you award the top 3 positions at your shoot, the Score Recorder needs to know the results of any ties down to that 10th position. It's a good idea to begin checking this during the mid to late process of entering the scores so you're aware of any potential problems which may need a shoot off to settle final positions & points.
2. Ties need to be broken by counting back the number of 10s for both days. If the 10s don't determine the winner the 8s & 5s should. If there's still a tie the archers involved need to have a shoot off to determine the final result. If an archer isn't present or doesn't wish to shoot off, the points go to the archer who remains or is willing to shoot off. If neither archer is present, please advise the Score Recorder & the points will need to be split between the two.
3. The information on any Top Ten or Novelty Shoot off generated by the database is not always accurate due to changes the Club may make to the lineup(s). Please include the information on these Events & the winners when sending the data to the Score Recorder.
4. If an Archer is claiming a 100, 200 or 300 they will have ticked the relevant box on the official score sheet. If this is ticked the 200 on a Saturday must have been shot on consecutive ranges (i.e.: 1st then 2nd range of the day or 2nd then 3rd). Please clarify with the Archer if necessary & include this information when sending data.
5. Names of the winner/s of any 3DAAA sponsored incentive program/s.
6. When emailing the results, please include the name & contact details of the person who will have possession of the score sheets for the week after the shoot & the details of the person who will have possession of the computer in the Event that the data file needs to be accessed again. This is so the National Score Recorder can contact one of these people if there are any queries about the data that has been provided.
7. If you have any other information which you feel may be of relevance or interest, please send it with the data to scorerecorder@3daaa.com.au Shoot stories &/or photos should be sent separately to scorerecorder@3daaa.com.au

Notes on Managing the Data Entry

The following may make it easier for first time shoot administration people who do the scoring:

1. All scorecards must be verified at the end of each days shooting. The competing Archer whose name appears on the scorecard must hand their own scorecards to the designated officials. The Archer will then sign off on the official score recording sheets as accepting the days score as indicated on both scorecards. Each archer must hand in and sign their own scorecards. All archers in the shoot group must present their scorecards to the designated official at the same time.
2. Use two people when entering the data – one to call the names & scores & one to enter the data. This prevents the wrong score being attributed to the wrong person.
3. When a score sheet has been entered it's advisable to mark it as entered in some way (a diagonal line through it suffices) – this is an easy way to identify sheets which have been entered.
4. File the score sheets in a way you will find it easy to access the information in the Event a count back is required. Some file in peg colour then alphabetical, some file in alphabetical. If a countback is required, the relevant score sheets will be easy to find.
5. When the scores are about 70% entered on day two, begin the process of checking for countback situations. This makes it much easier to organise a shoot off if required & places less load on the admin team when preparing for the shoot presentation. This also makes it easier to provide the Score Recorder with the necessary information on ties & countbacks for Shooter of the Year points. Shooter of the Year points are allocated down to 10th place, which means settling countbacks & placings at the Event can be vital.