



3D Archery Association of Australia Inc



COMPETITON POLICY

Effective from December 2025



PREFACE

It is a pleasure to introduce 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 (3D AAA) in the past, into a single document.

3D Archery Association of Australia Inc (3D AAA) objective is the promotion and management of the game of 3D Archery in Australia, as defined by the current competition rules of the International Bowhunting Organisation (IBO). Whilst the operational rules have been tailored to suit the Australian demography competition rules have remained as near as possible to those of the IBO.

The Competition Policy is used with the other 3D AAA policies to manage Association Events in a consistent manner. This policy is to enhance the members experience irrespective of the Event they attend. 3D AAA is confident that with policy development and Stakeholder engagement, that 3D AAA will continue to improve a strong sporting culture aimed at 3D Archery.

Yours in Archery

Troy Carter

Troy Carter

President

3D Archery Association of Australia Inc.

31st December 2025



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1. Authority

This Policy is issued by the President under Rule 2 of the Constitution of 3D Archery Association Australia's (3D AAA).

2. Sunset clause

Unless reviewed or revoked, this Policy will remain effective until 31st December 2026

3. Information

This Policy has been developed to assist Clubs in understanding the way 3D AAA requires its Affiliated Clubs to manage tournaments. This includes:

- The application process through to the remittance of monies and the provision of results.
- By providing a consistent process, 3D AAA believes that the entire experience for both Host Clubs and the participating archer will be enhanced.
- Reference to other documents/policies and the competition rules which should be read in conjunction with them.

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

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 all of the Events occur.

5. Club Affiliation Year

Club Affiliations run from first day of January and continue until the last day of December.

- Affiliation forms must be completed before the end of November each year.
- An Invoice will be emailed to the club, which will include affiliation fees and sanctioned shoot/special event shoot application fees. Please refer to 6.2 & 6.4 in reference to Sanctioned Shoot and Special Event Applications.
- All fees must be paid by the last day of December each year.

6. Tournament Classification

6.1 National Titles

Each year 3D AAA will host its National Titles at a time and place decided by the 3D AAA 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 3D AAA Committee, however if the 3D AAA Committee does not have sufficient resources to setup or manage the Event the 3D AAA

Committee may enter into an agreement with an Affiliated Club to host the Event on neutral grounds. Such agreement will include range requirements, presentation venue and include a cost and profit-sharing arrangement.

6.2 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

6.3 Indoor National Championships

Held at the discretion of the Tournament Director and/or 3DAAA Committee.

6.4 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 different bow types or act as fundraising for either the Club or charitable organisations.

All Special Events require sanctioning by the 3D AAA 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 3D AAA committee.
- A Club Event which is advertised beyond the Club calendar or Clubs social media pages and/or with an elevated 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, 3D AAA reserves the right to donate its remittance monies from the Event to the charitable purpose, provided such donation is recorded under the name of 3D AAA.
- 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

6.5 Club Shoot

An Event organised by an affiliate Club and advertised in the Club Calendar or Club social media page 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.

For a Club to be covered by 3D AAA's insurance, the affiliate Club 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.

7. Youths and Cubs

- 7.1 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, if written application is made to the 3D AAA Committee before any approval is granted. There is no restriction on the Cub to return to their previous eligible division if they have not competed in three (3) or more Sanctioned Events in the same calendar year.
- 7.2 For Sanctioned Events, a Youth may advance to the next competitive division without restriction if written application is made to the 3D AAA Committee before any approval is granted. There is no restriction on the Youth to return to their previous eligible division if they have not competed in three (3) or more Sanctioned Events in the same calendar year.
- 7.3 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.
- 7.4 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.
- 7.5 All Bow Draw weight restrictions remain in place In Accordance with the Rules of Shoot regardless of Cubs or Youths Archers shooting in the higher division. Archers under the age of 11 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.
- 7.6 There are restrictions on Youth and Cub participation in Exhibition Matches. (See paragraph 9. Exhibition Matches)

8. Event Sanctioning

8.1 Procedure

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

8.2 Withdrawal of Events

Should a Club withdraw an application for an Event prior to release of the calendar but after October 16th, or withdraw an Event once approved, they will forfeit the deposit paid with the application. (in appendix A it states, and invoice will be sent in November, so no payment would have been made at this point in time) See Appendix A & B for the current cut-off date.

In exceptional circumstances, the Club may apply in writing for a withdrawal of the application. The 3D AAA Committee will consider all factors in consideration of a withdrawal such as:

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

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

8.3 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 3D AAA Committee and outlined in the advice to the Clubs.

Late applications will only be considered at the discretion of the National Tournament Director and approved by 3D AAA Committee, if it will not cause an attendance impact on other Sanctioned Events whose application was received within the cut off period.

8.4 Shoot Application Deposit

Applications to host events for the next calendar year must be submitted online during July of each year using the online application form. (Application forms can be found on the 3daaa website). Once the tournament director has approved your application, an application deposit fee will be included on the end of year affiliation invoice. The deposit will be deducted from the shoot remittance when you complete the online form at the completion of your event.

8.5 Application Date Conflicts

Should 2 or more Clubs apply for the same date, the matter will be resolved by the Tournament Director and 3D AAA Committee considering:

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



9. 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 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 3D AAA committee member/s present at shoot.

10. 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, 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 ASA Style Shoot outs and Matchplay's.*

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. The chosen format must be advised on the shoot application form. Any changes to the format after the application must be approved by the tournament director.

Cubs and Youths are prohibited from participating in any form of exhibition match. This does not include fun or special award shoots designed specifically for the Cubs and Youth Archers.

11. Shoot Management

11.1 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, 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 3D AAA committee.

The Club is to appoint at least one (1) NON-Shooting Range Captain to manage the courses, and fix any issues with Targets, Pegs, or breaches during the full shooting day.

The Club will appoint at least two (2) Non-Shooting Officials to manage Score Keeping, Registrations and shooters queries during the full shooting day.

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

3D AAA 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 3D AAA 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 3D AAA but must be reported to 3D AAA within an acceptable time frame (Acceptable time frame is within 24 Hours).

11.2 Attendance Register

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, 3D AAA will provide a "sign on" sheet, which must be completed and signed by each competitor and returned to 3D AAA 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 as evidence of attendance should a claim be made against 3D AAA'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.

11.3 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.

3D AAA Memberships can be checked/confirmed via:

- 11.3.1** The Discerning Eye – via the new membership portal. Clubs will be required to set up authorization to use this facility. Refer to Appendix D – 10.
- 11.3.2** 3D AAA will provide to the Host Club, no earlier than 3 days before the start of the Sanctioned/Special Event, a list of all the current financial members of 3D AAA as at the last day of the Event. This list is provided in an electronic form.
- 11.3.3** For Club Shoots – clubs may request a copy of the current financial members list. This application must be made to the membership secretary by email, no later than 5 days prior to the club shoot.

If a competitor claims to be financial and can produce a Membership Card (virtual or hard copy) 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 immediately following the Event.

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

- 11.3.4 1ST PREFERRED** - Use the membership portal to pay and update their membership status straight away. This process is immediate and shows on their online digital membership card straight away.
- 11.3.5** They can complete a Membership Application Form and pay the membership fee and compete in their preferred division. If after the event, 3D AAA finds an error in their membership status, the membership fee will be refunded in full.
- 11.3.6** The competitor can pay the shoot fee alone and compete in the NCC class. If after the event, 3D AAA 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 Tournament Director 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.

3D AAA may impose a penalty of fines or suspension of affiliation for the failure to check Membership cards, date of membership and any other failures that expose 3D AAA to potential risk of reputation and or financial litigation (including Insurance claims). Refer to appendix E for further information.

11.4 Visitors

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

11.5 Scorecards

For all Sanctioned Events, double scoring must be used, and the scorecards must be held by the Host Club for 12 months after the Event. Scorecards will be provided to the Host Club for Sanctioned events by 3DAAA.

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.

11.6 Trophies

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

Sanctioned Event trophies must be approved by the 3D AAA Committee, as a part of the Event approval process. In doing so, the 3D AAA Committee will consider 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 Open teams at Sanctioned Events. Printed certificates will be provided by 3DAAA.

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

12. Shoot Management Process

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

13. Accident/Injuries

Under the terms of 3D AAA's Insurance Policy, 3D AAA 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, 3D AAA has deemed 5 business days from the completion of the Event as a reasonable time, unless a sooner time frame is deemed by Law.

For all Events, 3D AAA will provide an accident/injury advice form on the website, which must be completed and returned to 3D AAA 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 3D AAA in writing of any potential claim. Failure to advise 3D AAA within the prescribed time may lead to a rejection of the claim by the Insurer.

14. Provision of Results

For Queensland, Victoria, and New South Wales Sanctioned Events, 3D AAA provides a laptop, printer, and software to be used for recording the scores. Where 3D AAA's computer is used, the host club must make contact with their State Liaison officer 2 weeks prior to the event, to arrange delivery of the computer to that event.

An electronic copy of the results, output from the supplied software, must be forwarded to the 3DAAA National Score Recorder by email within a maximum of 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 Tournament Director, they will be posted in the appropriate area on the 3D AAA website.

See Appendix E for guidelines on score recording and the information to be provided to the Tournament Director or delegate.

15. Shoot Reports – Sanctioned/Special Events

All required reports/forms within 24 hours of competition of the event. All required forms can be submitted via the remittance form in the allocated spaces provided. Clubs must keep a hard copy of all reports/forms on hand in the case of being requested from 3DAAA.

16. Submission of Event Stories and Photographs

There exists the opportunity to all Host Clubs to promote their Sanctioned Event or Special Event through 3D AAA's website. Clubs are encouraged to provide a short story and photographs of the Event in an electronic format to the Secretary as soon as possible after the Event.

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

17. Annual and National Awards

3D AAA runs Six (6) Annual Award Programs which competitors are automatically entered for three (3) provided they have met the eligibility requirements and another three (3) for which applications must be provided by a nomination process described for each award.

17.1 Shooter of the Year

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

Appendix F in this document will provide you with more information on awards, prizes and funding.

17.2 State Series

The Four (4) highest points values of each shooter from Sanctioned Events within the competition year are used to determine the winners. The Shooter's attending the State Titles in each state will be given 10 additional points for their total score when calculating the State Series. The Rules of Shoot cover eligibility for these awards.

17.3 Marg Cowan 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.

17.4 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 3D AAA.

Nominations will be called for via the website and social media and must be received by the 3D AAA Committee by the last Monday of October in the year of the award. Nominations are made using the online nomination form available on the 3DAAA webpage from October each year.

17.5 Merrilyn Sheather & Terry Sheather Awards

Both awards recognise achievements of a female adult and male adult members. It is awarded to the 3D AAA Member who is selfless and in the spirit of Merrilyn/Terry, puts hours of their time into the association for the betterment of the sport. This award does not have to go to a committee member, or shooter, and is to be considered recognition of the effort and commitment that this member has given 3D AAA in the year of its award. The award is not restricted to archery performance at all, and the decision will be made based on the applicant's performance in all areas of being an exceptional member of 3D AAA.

Nominations will be called for via the website and social media and must be received by the 3D AAA Committee by the last Monday of October in the year of the award. Nominations are made using the online nomination form available on the 3DAAA webpage from October each year.

17.6 Highest National Score Awards

17.7.8 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 can be found on the 3D AAA Official Website.

17.7.9 The Native Hunting Gear 'Antlers' are awarded to the Highest Unmarked Adult Division Score for the National Championships. Further information will be found on the 3D AAA Official Website.

17.7.10 The Darryl Bulger Shield this award is for the Highest Known Score of the National Championships.

17.7 Additional Awards.

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 3D AAA Website.

18. Responsibilities under this Policy

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

18.1 The National Management – 3D AAA Committee

- 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, to give effect to this Policy in such documents as contracts, entry forms and player registration forms.

18.2 Affiliated Club Management must:

- 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 3D AAA.
- Use any forms, contracts or clauses prescribed or required by the Policy, to give effect to this Policy in such documents as contracts, entry forms and player registration forms, or as directed by 3D AAA Use any forms, contracts or clauses prescribed or required by the Policy, to give effect to this Policy in such documents as contracts, entry forms and player registration forms.
- Report to the 3D AAA National Management Committee, any breaches of the Policy.

19. Appendixes

Appendix A

- Sanctioning Procedure (applying for a sanctioned event)
- Off Grounds Incentive
- Sanctioned Event Criteria
- Ranges
- Sanctioned Event Timings
- Approved Targets
- Awards and Presentations
- Exhibition Matches
- Reporting/Remittance
- Target Hire

Appendix B

- Special Event Procedure (applying for a special event)
- Special Event Criteria
- Ranges
- Variations
- Reporting/Remittance

Appendix C

- Club Events

**Appendix D**

- Shoot Management Process

Appendix E

- Score Recording Guideline

Appendix F

- SOTY POINTS
- Awards
- Funding
- State Series Points Allocation

Appendix A**Sanctioning Procedure**

Clubs wishing to host a sanctioned event for the following calendar year, must make application to the Tournament Director using the online application form available on the 3DAAA website. Applications must be made by the end of August each year. NB: An invoice for your shoot application fee will be sent to the club with your affiliation fee in November, after your application has been deemed successful.

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 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 Tournament Director of their decision in writing. Applications withdrawn prior to 16th October will not be charge an Event deposit. Applications withdrawn after 16th October will still be invoiced for the shoot deposit. During the month of September/October, the Tournament Director will resolve any conflicts between event applications. As soon as practical after October 16, the 3D AAA Committee will convene to approve the Tournament Director's recommendations for the calendar. The Tournament Director will advise the Clubs of the approved calendar as soon as practical after the approval.

The calendar will be posted on the website as soon as possible after the National Titles.

Additional Events may be added to the calendar after it has been published but at the 3D AAA Committee's discretion.

Off Grounds Incentive

3DAAA are providing up to \$500.00 "Off Grounds Incentive" for those clubs hosting a sanctioned event. Clubs will need to identify this on their application form. This incentive is to assist with the extra fees incorporated in hosting an event off grounds Criteria:

- Shoot grounds must be separate from the club grounds and not attached.
- Clubs must note the address of the shoot grounds on their application.
- Clubs will need to ensure they note this address on their affiliation form for insurance purposes.
- Clubs must complete a Land Usage Agreement (found on the 3DAAA website) a copy must be given to the owner and a copy kept by the club.
- This fee will be paid as a deduction on the remittance form when completed after the event.

Sanctioned Event Criteria Ranges

The Host Club must provide 5 courses each of 10 targets.

- Day1 will consist of 30 targets set on 3 courses.
- Day 2 will consist of 20 targets set on 2 courses.
- Range design must comply with 3D AAA's Course Setting Guidelines.

NOTE: In certain circumstances, the 3D AAA 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.

Sanctioned Event Timings

Range opening times must meet the Shoot Times defined in this Policy (Para 9) As Per Rules Of Shoot



Approved Targets

All targets used must comply with 3D AAA's Target Policy. Failure to set approved targets may result in a fine in accordance with the 3D AAA Target policy.

- Where Targets have been set that do not comply with the target policy the National Committee may allow the archers scores to stand, and the awarding of 100, 110, 200, 300 and 500 awards.
- No sanctioned or National Records will be recognised in this instance.

Awards and Presentations

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 as practical after the completion of the last day of the competition.
- Open and Club teams will be recognised at the presentations with the award of certificates.

Exhibition Matches

The inclusion of an Exhibition Event is optional, but if chosen then the format must have been approved by the 3D AAA committee prior to the Event. NB: This must be included on the application form. (Refer Para 10)

Reporting

- All shoot competition reports must be submitted to 3D AAA within maximum of 1 day of the completion of the event, clubs must email copies of the results and other required score information to the National Score Recorder.
- Within a maximum of 2 days of the completion of the event, the host club must complete the shoot completion form on the 3D AAA website.

Clubs must attach in this form:

- new membership forms presented at the event.
- NOTE: membership paid must be added to the value calculations data entry on the shoot completion form.

Target Hire

Refer to the Target Hire policy

Appendix B

Special Event Procedure

Clubs wishing to host a special event for the following calendar year, must make application to the Tournament Director using the online application form available on the 3DAAA website. Applications must be made by the end of August each year. NB: An invoice for your shoot application deposit will be sent to the club with your affiliation fee in November, after your application has been deemed successful.

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 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 Tournament Director of their decision in writing. Applications withdrawn prior to 16th October will not be charge an Event deposit. Applications withdrawn after 16th October will still be invoiced for the shoot deposit.

- During the month of September/October, the Tournament Director will resolve any conflicts between event applications.
- As soon as practical after October 16th, the 3D AAA Committee will convene to approve the Tournament Director's recommendations for the calendar. The Tournament Director will advise the clubs of the approved calendar as soon as practical after the approval.
- The calendar will be posted on the website as soon as possible after the National Titles.
- Additional Events may be added to the calendar after it has been published but at the 3D AAA Committee's discretion.
- 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 3D AAA committee.

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 3D AAA.

Ranges

Whilst range design has a greater latitude than a Sanctioned Event, it must comply with 3D AAA's Course Setting Guidelines in respect to safety.



Variations

Variations may include but are not limited to.

- Not offering all the divisions listed in the Rules of Shoot.
- Scoring variations on the target. eg the use of other scoring rings
- The use of moving targets.

NOTE: This must be highlighted in the event risk Assessment including details of 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 3D AAA's Target Policy.

Reporting

Within maximum of 1 day of the completion of the event, clubs must email copies of the results and other required score information to the National Score Recorder.

With in a maximum of 2 days of the completion of the event, the host club must complete the shoot completion form on the 3D AAA website.

Clubs must attach in this form:

- all vouchers processed at the even
- new membership forms presented at the event.

NOTE: Vouchers and membership paid must be added to the value calculations data entry on the remittance form.

Appendix C

Club Events

1. Other than, for the safety requirements of 3D AAA's Rules, Courses, Policies and Guidelines, the Club has sole discretion as to the format of the Event.
2. Club Shoots in areas which are close to sanctioned events and 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.
3. Memberships paid at club events:

3.1 PREFERRED METHOD: encourage all members to use the membership portal. Update of membership information is instant when payment is completed on the portal. <https://membership.3daaa.com.au/>

3.2 MANUAL RENEWAL USING PAPER FORM: only to be used at time when internet is not available, please encourage members to use the membership portal.

- At sanctioned events: membership forms must be attached to the shoot completion form, which must be submitted within 1 day of completion of the event.
- At club events: Forms must be emailed to both the membership secretary membership@3daaa.com.au and the Treasurer treasurer@3daaa.com.au
 - Please make sure when completing the form all writing is neat and legible. If not it will not be accepted.
 - Please advise members that membership cards are no longer posted, they are only available via the membership portal.
 - NOTE - CHEQUES are no longer accepted,
 - DO NOT post these forms.

Appendix D

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 3D AAA website.

1. **Competitor's Sign On List** – PDF download. All competitors must sign this document, and include their names, membership expiry date, divisions etc, please make sure when they are doing this it is clear and legible for easier data entry to the scoring program.
PLEASE CHECK ALL MEMBERSHIP CARDS AT THIS POINT: It is the Clubs responsibility to check the Competitor list matches the Members Card and Sign On sheet information. Failure to sight an unfinancial member details will void the entry fee for the shoot of the member and this will be paid directly to 3D AAA
2. **Teams Club or Open** - all below forms are available on the 3DAAA web page
 - a) **NEW TEAMS** (both Club or Open) all new teams must complete a New Team Registration form at their first event as a team and pay the nominated club team fee.
 - b) **Sign On Sheets** (both Club & Open) All teams Club or Open must complete a new form for each event. In both cases, the teams must fill out the nomination form to be eligible for the annual point score. All Teams must nominate prior to shooting to avoid any chance of unfairly influencing the outcome of the results.
NB: Club teams – clubs nominate to have a team participate and can have different members at each shoot.
NB: Open teams - will register their team members at their first shoot and must remain the same throughout the duration of that year's competition.
3. **New & Renewing Member Sign on Sheets** – This form is for:
 - a) for new members who sign up at the shoot to complete.
 - b) Members whose membership has lapsed and whose names do not appear on the Sign On sheets sent by the Membership Secretary. These members will not have their name listed on the Membership List sheets (as provided by the Membership Secretary, see below) but are covered for insurance by signing one of these documents. These members must complete a membership application form and pay the 3daaa membership fee. In the case where a member can show they have paid online with a receipt provided, they do not have to complete a form or pay the fee.

The shoot return should include a membership form for each person/family who appear on these forms (except those holding an on-line receipt).

These forms along with membership applications must be included in the area provided on the shoot remittance form.
4. **3D AAA Membership payments/forms** (copy of new membership form should be printed and available).

PREFERRED METHOD: encourage all members to use the membership portal. Update of membership information is instant when payment is completed on the portal. <https://membership.3daaa.com.au/>

MANUAL RENEWAL USING PAPER FORM: only to be used at time when internet is not available, please encourage members to use the membership portal.

 - At sanctioned events: membership forms must be attached to the shoot completion form, which must be submitted within 1 day of completion of the event.
 - At club events: Forms must be emailed to both the membership secretary membership@3daaa.com.au and the Treasurer treasurer@3daaa.com.au
 - Please make sure when completing the form all writing is neat and legible. If not it will not be accepted.
 - Please advise members that membership cards are no longer posted, they are only available via the membership portal.
 - NOTE - CHEQUES are no longer accepted,
 - DO NOT post these forms.
4. **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.
6. **Photographic Form** – Anyone wishing to take a camera on range agrees to sign a form and give 3D AAA access to the photos they take during the shoot, for publicity purposes. Photos can be sent to 3D AAA 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 3D AAA following the completion of the shoot. No photos are to be posted until the end of competition Event.
5. **Team Certificates** – Printed copies of these will be provided to the host club of a sanctioned event by 3DAAA. A copy will be made available on the 3DAAA website if required.
6. **Sanctioned Event or Special Event Remittance form** – Available on the 3DAAA website, this form issued to calculate the funds to be returned to 3DAAA office.



7. **Sanctioned Event or Special Event Return Check List** – These forms are used to ensure that everything has been included in the return to 3DAAA office.
8. **3DAAA Financial Memberships (Financial Members List)** – There is now two (2) options available for clubs to check 3DAAA memberships:

- 1) The Discerning Eye (new available only for club officials via the membership portal)
- 2) Financial Membership List

“The Discerning Eye”

During 2025 the introduction of the new membership portal was launched. Inside this new online database is the option for club officials to check memberships live. NB: This is only available with internet access, if your club is not able to access internet during your sanctioned event. It can also be used by clubs throughout the year for club events as well as sanctioned events.

Financial Membership List

These are emailed to a Club nominated person just prior to the Event (usually a Thursday prior). It contains a list of financial members at the date of printing and are used to establish an entrant's financial status. This must be used as part of the Club Sign on process. Failure to use this form may void a member entry fee, in the case of them not being financial at the time of competing.

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 & pay membership and sign in on the New or Renewing Membership form to be covered by insurance. *Refer to-11.3 Membership Validation of this policy (Competition Policy).*

Members who have paid using the on-line membership process have been provided an electronic receipt as proof of purchase

Appendix E

Score Recording Guidelines

Everybody wants to see the results from the shoots posted on 3D AAA 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 or Delegate 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 for all competitors, 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.
NOTE: 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. Refer to Appendix F for shoot points allocation. This is completed by National Score Recorder during the year. The Tournament director uses these points to determine peer grouping for national championships and determine SOTY awards.
2. Ties need to be broken by counting back the number of 11s for both days. If the 11s don't determine the winner the 10s, 8s & 5s should. If there's still a tie the archers involved need to have a shoot off to determine the 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 National Score Recorder & the points will need to be split between the two.
3. The information on any Exhibition Match 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 National Score Recorder.
4. If an Archer is claiming a 100, 110, 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 3D AAA sponsored incentive program/s including Cub and Youth draw.
6. List of New members that joined 3D AAA over the weekend.



7. 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 if the data file needs to be accessed again. This is so the Score Recorder can contact one of these people if there are any queries about the data that has been provided.
8. If you have any other information which you feel may be of relevance or interest, including shoot stories &/or photos should be sent separately to “state”(qld,nsw,vic) liaison@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 day's shooting.
 - 1.1. The competing Archer whose name appears on the scorecard must hand their own scorecards to the designated officials.
 - 1.2. The Archer will then sign off on the official score recording sheets as accepting the days score as indicated on both scorecards.
 - 1.3. Each archer must hand in and sign their own scorecards.
 - 1.4. All archers in the shoot group must present their scorecards to the designated official at the same time.
 - 1.5. If an archer chooses not to submit a score card, they must attend with their group and sign for a zero score.
2. It is recommended to use two people when entering the score data. This will ensure one person can check the information being entered from the score sign off sheets is correct. It is always best to have this area clear and away from competitors who may interrupt the data entry.
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 cards 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.*



Appendix F

SOTY and State Series Points allocation

1. SOTY Points allocation for sanctioned events are as follows.

SOTY Points Accumulated at Sanctioned Events	
Place	Points
1	20
2	17
3	15
4	13
5	11
6	10
7	9
8	8
9	7
10	6
11	3
12	3
13	3
14	3
15	3
16	3
17	3
18	3
19	3
20	3
<i>Points continue until last competitor</i>	

National Championships Points	
Place	Points
1	40
2	34
3	30
4	26
5	22
6	20
7	18
8	16
9	14
10	12
11	6
12	6
13	6
14	6
15	6
16	6
17	6
18	6
19	6
20	6
<i>Points continue until last competitor</i>	

- 1.1 In order to qualify for 3D AAA “Shooter of the Year”, an archer must participate in at least three (3) Sanctioned 3D Shoots and the National 3D Championships. Points are awarded as per the archers placing at these shoots. Points from any sanctioned shoot nationwide can be used going into the national championships.
- 1.2 The National Championships are worth double points.
- 1.3 Archers in all Classes (except Non-Competitive Classes) are eligible for “Shooter of the Year”.
- 1.4 The committee reserves the right to amend the scoring procedure for shooter of the year to accommodate any inequitable situations in the shoot calendar as they arise.
2. SOTY Prize awards – The winner of Shooter of the year in each division will be presented with:
 - 2.1 a Shooter of the Year Plaque
 - 2.2 Shooter of the Year belt buckle
 - 2.3 Shooter of the Year Voucher which can be redeemed at any of the participating sponsors. Value of the vouchers is Adult \$250.00, Youth \$150.00 Cub \$100.00
3. **SOTY Travel Funding** – the first three placing in Shooter of the year for each division eligible for funding as per the ROS (Section 5 Shooting Classes). First place will be entitled up to \$2500.00, Second place up to \$1500.00, Third place up to \$1000.00. Place getters of this must submit an application form (found on the 3DAAA webpage) payment will be made once proof of purchase has been supplied.

State Series Points

4. Points allocated for State Series 2026 follow the Rules of Shoot which are cumulative points of the top four shoots in your state.