



3D ARCHERY ASSOCIATION OF AUSTRALIA

ABN 37 082 971 439

AFFILIATIONS: INTERNATIONAL BOWHUNTING ORGANISATION
ARCHERY ALLIANCE OF AUSTRALIA

From the Office of:
The Tournament Director
90 Mann Street Nambucca Heads NSW 2448

email: tournamentdirector@3daaa.com.au

Mobile: 0428 612 613

Sanctioned Shoot Return Checklist

Shoot Name: _____ **Shoot Date:** _____

This checklist has been developed to assist clubs in returning the documentation required following a Sanctioned Event. Within 14 days of the end of the event, the club is to provide to the Association:

1. Membership list provided by 3DAAA and signed by the competitors

This provides the Association a list of members who attended the shoot. It is kept by the Association for future use should a claim be made against the Association for any liability under the insurance. It can also be used in other matters as evidence of attendance.

2. New member sign on sheet.

A new member is one whose name was not on the membership list provided by the Association prior to the event. This refers to new members and members paying their annual renewal. As their name was not on the list, this sheet provides them a place to "sign on" so that they are covered by the Association's insurance. It also needs to be kept for future use should a claim be made against the Association or for other matters requiring evidence of attendance.

This sheet is required:

- by the Score Recorder to identify New Members correctly on the score sheets if required. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify New Members correctly on the score sheets if required. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.

3. Membership forms for the new member's names on the new member sign on sheet and renewing members paying in advance of their membership expiry.

Membership forms and a Payment to cover the payment is to be sent directly to the Membership Secretary **within 2 days**.

4. Non-members sign on sheet

This sheet provides them a place to "sign on" so that they are covered by the Association's insurance. It also needs to be kept for future use should a claim be made against the Association or for other matters requiring evidence of attendance.

This sheet is required:

- by the Score Recorder to identify Non-Members correctly on the score sheets if required. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify Non-Members correctly on the score sheets if required. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.



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5. Club Team Registration Form

This form is required:

- by the Score Recorder to identify & register new Club Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify & register new Club Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.

6. Club Team Sign on Sheet

This sheet is required:

- by the Score Recorder to identify & register new Club Teams and track points awarded to club teams throughout the year. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify & register new Club Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.

7. Open Team Registration Form:

This form is required:

- by the Score Recorder to identify & register new Open Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify & register new Club Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.

8. Open Teams Sign on Sheet

This sheet is required:

- by the Score Recorder to identify & register new Open Teams and track points awarded to club teams throughout the year. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- by the Tournament Director to identify & register new Open Teams. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.

9. Photographic Register

All persons wishing to carry and use photographic recording devices on a range must register before they do so.

- A copy of this register is required to be sent to the Tournament Director. NB: photographs are not accepted.

10. New Member Vouchers

Any discount vouchers presented at the event. Note: deduct the value of the vouchers from the Web remittance return at www.3daaa.com.au/downloads.

A copy of this voucher must be sent to:

- The Membership Secretary to identify redeemed and be marked of the voucher register. This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.
- The Tournament Director to be held as a record of the Vouchers being redeemed This must be scanned and sent with the shoot results and documents. NB: photographs are not accepted.



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11. Remittance sheet

Showing the calculation of monies owed to the Association for competitors and team registrations as well as target hire and membership payments.

<https://3daaa.com.au/downloads-policies/sanctioned-event-remittance-form/>

12. Scoring Sign Off sheets

These are the sheets that archers record their scores and sign at the completion of each days shooting, A copy of this form is to be scanned and sent to:

- The Score Recorder to assist with any discrepancies if the situation arises. This must be scanned and sent with the shoot results and documents NB: photographs are not accepted.
- The Tournament Director to assist with any discrepancies if the situation arises. This must be scanned and sent with the shoot results and documents. This must be scanned and sent with the shoot results and documents NB: photographs are not accepted.

13. Bank Direct Deposit or PayPal

To cover the costs calculated in the Remittance Web form at www.wdaaa.com.au/downloads. Please remit your payment and all the documents above within 14 days to:

- The Tournament Director At the address on the Remittance Form
email: tournamentdirector@3daaa.com.au
- The Treasurer email treasurer@3daaa.com.au

Important Emails:

Tournament Director: tournamentdirector@3daaa.com.au

Score Recorder: scorerecorder@3daaa.com.au

National Liaison Officer: liason@3daaa.com.au

NSW Liaison Officer: nswliason@3daaa.com.au

QLD Liaison Officer: qldliason@3daaa.com.au

VIC Liaison Officer: vicliason@3daaa.com.au

Treasurer: treasurer@3daaa.com.au

Membership secretary: membership@3daaa.com.au