



# 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  
13 Bowden St  
Heddon Greta NSW 2321

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## 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.

### ~~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 cheque 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.

### 5. Club Team Sign on Sheet

This sheet is required by the Score Recorder to track points awarded to club teams throughout the year.

### 6. Sponsored Teams Sign on Sheet

This sheet is required by the Score Recorder to track points awarded to club teams throughout the year.

### 7. Photographic Register

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

### 8. New Member Vouchers

Any discount vouchers presented at the event. Note: Do not deduct the value of the vouchers from the return. A separate cheque will be forwarded to the club to cover the value.

### 9. Remittance sheet

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

### 10. Scoring Sign Off sheets

These are the sheets that archers record their scores and sign at the completion of each days shooting

### 11. Club cheque (Unless direct bank deposit made)

To cover the costs calculated in the Remittance Sheet.

**PLEASE REMIT YOUR CHEQUE AND ALL THE DOCUMENTS ABOVE WITHIN 14 DAYS TO:**

The Tournament Director  
At the address on the Remittance Form