



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 24481

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Special Event Return Checklist

Shoot name _____ Shoot date _____

This checklist has been developed to assist clubs in returning the documentation required following a Special 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 signon 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 signon 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. Photographic Register

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

6. Safety Issue Request

Any safety issue request form lodged by a competitor. The Association will review the issue and the action taken to determine if wider action needs to be taken.

7. Remittance sheet

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

8. Club cheque

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