



Tournament Hosting Manual

2024 Edition

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INTRODUCTION

This Tournament Hosting Manual has been developed to assist Clubs to understand what is expected by hosting a Provincial Championship event. It is designed to help clarify bid deadlines, event formats, and to help with planning and organizing. Many aspects of this Manual have been adapted from the Archery Canada (AC) Major Domestic Events Host Manual, as we recognize that a Championships is an important event but should still encompass all the elements of fun and enjoyment that is associated with archery.

EVENTS

The British Columbia Archery Association (BC Archery) promotes five Championship events annually:

- BC 3D Championships (outdoor) – June (not to conflict with JOP Outdoors)
- BC Indoor Target Championships – Easter weekend (Sat/Sun)
- BC Outdoor Target Championships – Labour Day weekend (Sat/Sun)
- JOP Indoor Championships – April (not to conflict with BC Indoors)
- JOP Outdoor Championships – last weekend of June (not to conflict with BC 3D Championships)

BIDDING FOR AN EVENT & BID DEADLINES

Only BC Archery affiliated clubs in good standing may bid to host a Championship event.

Bids should be made by completing the BC Archery Tournament Bid Form, attached as Appendix 'A'. The form should be completed and **emailed to the Executive Director** AND the additional person listed, by the deadlines indicated below:

- BC 3D Championships (outdoor): by August 25th, please cc the BC Archery VP-3D & Bowhunting
- BC Indoor Target Championships: by August 25th
- BC Outdoor Target Championships: by August 25th
- JOP Indoor Championships: by December 15th, please cc the JOP Coordinator
- JOP Outdoor Championships: by December 15th, please cc the JOP Coordinator

Bids will only be considered if the form is completed in full and signed by an authorized member of your club. All other submission formats will be discarded.

OPTIONS: BC Archery realizes that the cost of hosting tournaments such as these can be a burden on some of the smaller clubs and may prohibit them from considering hosting a Championship. To alleviate the financial burden on our affiliated clubs we have come up with two options to hosting a tournament. See Appendix 'B' ([Option A](#) and [Option B](#)) for more details.

IMPORTANT NOTE:

THE HOST CLUB MUST INDICATE THEIR PREFERRED OPTION WHEN THEY **BID** ON THE TOURNAMENTS.

THE OPTION MAY NOT BE CHANGED AFTER THE BID DEADLINE LISTED ABOVE, NOR AFTER THE TOURNAMENT HAS BEEN AWARDED. (May be changed after submission but prior to deadline)

TOURNAMENT AGREEMENT

Upon award of the event, the Host Club and BC Archery will sign a Tournament Agreement. A copy of the agreement can be found in Appendix 'B'. This agreement should be executed within 30 days of being notified of the successful awarding of the event.

TOURNAMENT FORMAT

Each of the Championships follows a specific format. Particulars are as follows:

- BC 3D Championships (outdoor)
 - Event takes place on a Saturday and Sunday
 - 2 x 40 animal rounds, 1 round per day. Animals must have the 11-ring for scoring.
 - There is no Grand Prix at the Provincial Championships
 - Rules are to follow Archery Canada (AC) Rulebook #4
 - Medal placings are determined by the two-day total score.
- BC Indoor Target Championships
 - Event takes place on the Saturday and Sunday of Easter weekend
 - 2 registered AC/WA 18m-rounds, one round shot each day
 - Inner-10 scoring for compounds (all ages, all divisions) has been adopted in order to follow the norm set out by the AC rulebook. Scoring is 10-9-8 (no X's to appear on scorecards)
 - Rules are to follow AC Books #2 & #3
 - Medal placings are determined by the two-day total score
- BC Outdoor Target Championships
 - Event takes place on the Saturday and Sunday of Labour Day weekend
 - Rounds will be determined between the Board and the Host Club. The Championship will consist of two of the following rounds:
 - 720 Round
 - 24-target Field Round
 - Rules are to follow AC Books #2, #3 & #4
 - Medal placings are determined by the two-day total score
- JOP Indoor Championships
 - 2 x Canadian 300-rounds shot back-to-back on one day
 - Medal placings are determined by the total score out of 600.
- JOP Outdoor Championships
 - JOP 720-round (similar to an AC 720-round but with modified distances and classes. See the JOP Manual on the BC Archery website for more details)
 - Medal placings are determined by the total score out of 720.

Where possible, the event should be registered with Archery Canada (and/or World Archery). BC Archery will reimburse the Club for the amount of the registration fee.

ORGANIZATION AND PLANNING

In hosting an event of any size, many items need to be considered and prepared. A committee should be formed to ensure that the following items are addressed as a bare minimum. Your club board quite often makes up the members of the Hosting Committee. The following is not an all-inclusive list, and some people may be able to take responsibility for more than one area.

Schedule

The BC Championships are held over two days (not including the JOP, which are one-day tournaments). The following is a suggested guideline for the event:

- Friday: Practice & Check-in Day
Preferably during evening hours to allow for out-of-town competitors to arrive
Practice: allow for a minimum of 4 hours either on the field-of-play or on a designated practice range
Check-in and Equipment Inspection: this should occur before the participant enters the Practice area
- Saturday: Day One of the competition
Late Check-in & Equipment Inspection
Target assignments are posted, and scorecards are distributed
Opening Ceremonies (if any), including singing/playing the National Anthem
Start the event: make any necessary announcements prior to the start of shooting (safety, scoring, rules, etc.)
Collect scorecards and compile & post Day One results
- Sunday: Day Two of the competition
Target assignments are posted (if flighted or reassigned) and scorecards are distributed
Start the event: make any necessary announcements prior to the start of shooting (safety, scoring, rules, etc.)
Collect scorecards and compile & post Day Two results
Medal Presentations
Closing Ceremonies (if any), including a few words from the BC Archery Rep to say thank you to everyone involved and declare the event officially closed

A detailed schedule should be provided to the competitors as early as possible so that they can arrange their travel accordingly.

The 3D event shall incorporate a shotgun start on each day in order to accommodate a shooter's meeting before the first scoring arrow is shot. This will ensure that all shooters have received the same instructions. All groups are to be "busted"—no group shall be made up of shooters from only one club.

The Indoor event may require multiple shooting start-times (due to size limitations of the facility). The organizers should consider not only the number of shooters that can be accommodated but also the expectations you have of the volunteers (Officials, concession staff, scorekeepers/results). If possible, try to arrange a larger facility with only one or two start times instead of a smaller facility with three or more start times. Although discouraged, registrations may need to be capped to ensure that the event is run in a safe and professional manner.

Registration Process

Registration is made up of two parts: the actual registration of the archer, and then the check-in at the event.

Pre-registration is highly recommended. It is strongly recommended that late registrations should be discouraged, and, if possible, not allowed. The decision to allow walk-ons is up to the Host Club as it is often hard for smaller clubs to turn away the additional revenue. BC Archery does not have a strict policy either way, but the Club should be aware of the options and plan how to address this issue as the event nears. At the very least, registrations should be cut-off 2 hours before the start of the tournament (either start of official practice or the shotgun start).

Registration forms and information should be made available well in advance of the tournament. Consider a cut-off date, pricing, payment methods, submission information, and contact info if there are any questions. BC Archery may be able to provide a registration template to the Host Club or alternatively and preferably, assist in setting up a online registration page using 2Mev/Interpodia. This ensures all participants are valid members of BC Archery/Archery Canada and the identification information for each individual is collected accurately. If a club chooses to collect registration forms it must include the competitor's BC Archery member number ~~must be submitted~~ at the time of registration (and can be validated prior to commencement of the tournament to determine eligibility).

****Anyone competing in a BC Archery Championship event, who resides in the Province of British Columbia, must be a member of the BC Archery Association. Archers who live outside the province/country may compete in a Guest category provided they have proof of membership with Archery Canada or another World Archery affiliated organization**

Check-in occurs concurrent with practice times. Each competitor should check-in at their first appearance at the venue. The Host Club should, at that time, provide further information regarding shooting times (if they have changed), any banquets / social activities, rules, location for equipment inspection, etc. A copy of the schedule and emergency information should be provided.

The Host Club will collect all registration fees and submit them to the VP-Finance, along with the Tournament Revenue Report (Appendix 'C') and a list of registered archers. BC Archery will retain the 'per participant' fees as outlined on the Report and the remaining balance will be paid to the Host Club.

Scorecards

Many events have been held by BC Archery and Archery Canada, and scorecard templates are readily available. There should be no need to create new ones unless you wish to have a special format. Templates can be found on either the Archery Canada website (under Resources/Forms), or BC Archery

may be able to provide a template to you. Ensure that enough cards have been printed to allow for double-scoring.

Target Assignments

It is important for all competitors to be registered before the deadline. If walk-ons are allowed, registration should only be allowed up to two (2) hours prior to the start of the event. This will allow organizers enough time to place them in groups and assign a specific starting target. Groups should be “busted”. No shooting group should be made up of members of the same club. At least one person should belong to another club, and that person should also be one of the two scorekeepers. This will also provide an opportunity to meet fellow archers from across the province.

Marketing and Promotion

BC Archery will advertise the event on its website, Facebook page and in the Newsletter. The information and registration forms, or a link to a specific website, can be posted to the BC Archery website. The Host Club should contact the local media (newspapers, radio, etc.) and encourage their attendance at the event along with a photographer.

The BC Archery logo **must** appear on all advertising, print materials and scorecards. The logo can be provided to you.

Facility and Equipment Requirements

It is important to determine facility and equipment requirements during the early stages of planning the event. The size of the facility will determine how many participants can be accommodated and whether any further safety measures must be taken.

The Host Club may determine that the facility is adequate, but they do not have enough equipment. In this case it is important to acquire the necessary equipment, contact nearby clubs to arrange to borrow or rent their gear, or to rent some equipment from the BC Archery Association. BC Archery has access to target butts (Whitetails), stands, nets, flags, butt numbers, timing equipment, and more. If you will need to rent equipment from BC Archery, this should be indicated on the Bid Document (Appendix ‘A’), and the rental items and fee can be discussed. See the [Tournament Trailer Rental Policy](#) for more details.

Venue requirements can be found in the Archery Canada rulebook #2 and in the Range Safety Policy posted on the BC Archery website. Field of Play set-up for Target, Field and 3D is outlined in AC Rules 7, 8 and 9, respectively.

DOS, Judges, Jury of Appeal and Equipment Inspections

The Host Club must provide at least one Provincial Judge / Judge Candidate (per shooting time, ie BC Indoors). The BC Archery Judge Chair and Host Club can then work together to find a sufficient number of judges for the event. The DOS should be an experienced judge whose main duty is to control the shooting. This person is normally appointed by the Host Club, with approval from the Judge Chair. The DOS may have an assistant to run the timing equipment. The DOS is also in charge of appeal forms in case any protests arise. The Host Club should consider forming a Jury of Appeals (3 persons who are knowledgeable of the sport, have the ability to look up rules and make unbiased judgements and who are not competitors in the event). In the event of a protest and no Jury of Appeals has been organized,

the DOS and/or Judge Chair will select 3 persons, who are not directly involved in the complaint, to form a Jury and process the appeal.

The Host Club should have a current copy of the Archery Canada rulebook available on site.

The Judging team will also perform the equipment inspections before the tournament begins. Equipment inspection is mandatory, and an athlete's equipment may be re-inspected at any time during the tournament at the discretion of the Judge.

Water, Food & Concessions

Water should be made available to athletes at all Outdoor Championships. At a Field or 3D event, water stations should be set up along the course.

Where possible, food services should be available during the event. This can take many forms: concession stands with pre-packaged "quick" foods, BBQs (burgers, hot dogs), Food Trucks, catering, etc. This is an opportunity for clubs to make a little extra money. Volunteers can work the food stand and raise funds for JOP, special teams, specific equipment purchases, etc.

Washrooms

Provision for public washrooms, including sufficient number of port-a-potties, for competitor use during an event is essential. They should be well marked and monitored for cleanliness. Consideration should be given to location and accessibility.

First Aid

When possible, the Host Club should designate a First Aid person for the event, and post the contact information and provide it in the information package distributed at check-in. The designated person should have at least basic first aid training, have a working cell phone and know the location of the nearest hospitals and clinics.

Results Processing

The Host Club should designate a sufficient number of people (two to four) to compile the results of the event. These persons will collect the scorecards from the competitors at the end of each day of shooting and process the results. Data entry experience is highly recommended as often there is very little time to process the results before the medal presentations.

The interim results should be processed and posted after the first day of competition. Results should be organized by Gender, Age and Equipment categories, from highest to lowest score within each category. A result template may be available from BC Archery.

After the second day of competition, results should be compiled as quickly (and accurately) as possible in anticipation of the medal presentation.

A copy of the results should be posted at the venue in an area for all competitors to view. Another copy should be given to the medal presenters.

After the tournament, the results should be emailed to the webmaster to be posted on the BC Archery website.

Medal Presentations

The presentation of medals is an important part of the Championships. Typical protocol would have dignitaries presenting medals (Members of local Parliament, Title Sponsor representatives, President or other Board Member from BC Archery, President or Chair of the Host Club).

The use of varying level podiums for the medallists to stand on while receiving their medals is suggested. It is also suggested to arrange for Canada and BC Flags to be set up behind the podium. This can be as simple as laying a couple of target butts on the ground at different levels for the medallists to stand on, and flags can be pinned to a wall if there are no poles behind the podium from which to hang them. Failing this, set up the presentations in front of some target butts with fresh targets, so that any pictures have a nice, archery-related background.

Gold, Silver and Bronze medals are awarded in every category for BC Archery members. Guest categories are only awarded for first place Guest medals only in the offered categories. See the [BC Archery Rules of Shooting](#) for Guest Age Classes and Equipment Divisions.

To ensure that an adequate number of medals are on hand at the event, please complete the Medal Requisition form (Appendix 'D') and submit it to the Tournament & Awards Chair no later than two (2) weeks prior to the event. The Chair will send the requested medals and ribbons, plus a few extras, in time for the tournament. Any leftover medals should be returned to the Chair. If you are short medals, please write down the name and mailing address of the winner so that we may forward their medal to them.

Please note that medal presentations do not occur at the JOP Championships as the event is hosted at several locations and results need to be compiled. Once all results have been tabulated the JOP Coordinator will send any awards to the home club of the winners.



Event (circle one)	BC Indoors / BC Outdoors / 3D Provincials	
Proposed Event Dates		
Hosting Responsibility	Circle one: (Appendix B) Host Club Option A / BC Archery Option B	
Club Information		
Club Name		
Full Mailing Address		
Club Contact Person		
Name		
e-mail		
Telephone		
Venue		
Name		
Address		
Size (length & width)		
Have you secured the venue for the event?	Yes	No
How many competitors can the venue accommodate?		
BC Indoors: how many shooting times will be required? (ie 2: 9 am & 1pm)		
Space for spectators?	Yes	No
List names of hotels / campgrounds close to venue		
Equipment		
Can the club supply all necessary equipment for the event?	Yes	No
Will the club be able to provide a timing device (lights or flags)?	Yes	No
Will the club need to rent butts from BC Archery (rental fee applies)?	Yes	No
Club Officials		
	# supplied by club	# required for event
Provincial Judges		
Judge Candidates		
Banquet		
Will the club host/organize a banquet/dinner?	Yes	No

The undersigned confirms the above information to be accurate, has authority to bind the Club to carry out this event, and has read and understands the requirements for hosting a Provincial Championship as set out in the Hosting Manual.

Signed

Name _____

Position _____



The following is an agreement between the British Columbia Archery Association (BC Archery) and _____ (the Host Club) with regard to the _____ Championships to be held on _____ (date).

BC Archery and the Host Club agree to the following:

Communication

1. The Host Club contact person, identified below, will communicate regularly with the Executive Director to ensure all aspects of the event are adequately fulfilled, including, but not limited to:
 - a. Venue and equipment requirements
 - b. Registration process, fees and deadlines
 - c. Marketing & Promotion
 - d. Number and sources of required officials
 - e. Results reporting requirements including scorecards and results/scorekeepers

Organizational Responsibilities

2. The Host Club is responsible for providing/obtaining the following items and services:
 - a. Sufficient volunteers
 - b. Event advertising information sent to BC Archery
 - c. Local event advertising, publicity and media
 - d. Travel and accommodation information for out of town participants (to be included with event advertising)
 - e. Adequate shooting venue – must be maintained and suitable for archers and officials to navigate without risk of preventable injury (in reference to Outdoor courses / trails)
 - f. Butts and stands (in new or useable condition, 3D animals must have the 11-ring), and sufficient new targets for the number of participants, allowing for target changes
 - g. Range layout and set-up, in line with National and Provincial safety standards
 - h. Collection of registration information and fees
 - i. Scorecards (approval required by BC Archery before the event) and method for scorekeeping (computer & printer), along with target assignments
 - j. List of registered archers and final results submitted to BC Archery in a mutually agreeable format
 - k. Officials (at least one Provincial Judge / Judge Candidate per shooting time (where applicable, ie. BC Indoors), and two results/scorekeepers)
 - l. Opening and Closing ceremonies and any social events (optional)
 - m. Food services, if possible, and water (mandatory) provided for Outdoor events
 - n. Provide lunch to Officials at no cost (DOS and all Judges)
 - o. Adequate, clean washroom facilities
 - p. Podium for medal presentations, or other suitable arrangement
 - q. Following the current rules, as published on the Archery Canada and BC Archery websites

3. BC Archery is responsible for providing the following items and services:
 - a. Event advertising on the BC Archery website, Facebook page and in the Newsletter
 - b. Assisting to locate a sufficient number of Officials (including DOS and judges) as needed
 - c. Timing devices (if required)
 - d. Range Inspection (from BC Archery Judge Chair or suitable representative)
 - e. Medals for all categories (including Guest medals for any Guest categories)
 - f. BC Archery representative to assist with Medal Presentations
 - g. Results published on the BC Archery website

Financial Responsibilities:

4. The Host Club is solely responsible for all costs and expenses in regard to the planning and execution of the event, except for those costs and expenses directly related to BC Archery's organizational responsibilities identified in point 3 above.
5. BC Archery is responsible for the cost of any tournament registration fees with Archery Canada
6. The Host Club is solely responsible for, and benefits solely from, any fundraising conducted by the Host Club in relation to the event.
7. BC Archery is solely responsible for, and benefits solely from, any fundraising conducted by BC Archery in relation to the event.
8. Within ten (10) days of the conclusion of the event, the Host Club will deliver to the BC Archery VP-Finance:
 - a. A cheque for the total (gross) amount of the Registration Fees collected,
 - b. A completed Tournament Revenue Report (Appendix 'C')
 - c. A list of the registered participants, and
 - d. The tournament results (to the webmaster).
9. Within ten (10) days of receiving these items (as listed in point 8) from the Host Club, the BC Archery VP-Finance will issue to the Host Club a cheque in the amount of the Registration Fees collected less the BC Archery levy ('per participant' fee).
10. BC Archery will not cash the cheque from the Host Club (listed in 8.a.) until the Host Club has cashed the cheque from BC Archery (item 9).
11. The BC Archery levy is \$10.00 per registered participant for BC Archery Championships and \$7.00 per registered participant for JOP Championships.

Primary Contacts for the Event:

	Host Club Contact Person	BC Archery Executive Director
Name:		
Phone #:		778-241-2724
Email:		execdirector@bcarchery.ca

We, the undersigned, agree to abide by the above terms, and will comply with the expectations as laid out in the Hosting Manual.

For the Host Club:

For BC Archery:

Signature: _____

Name: _____

Title: _____

Date: _____



The following is an agreement between the British Columbia Archery Association (BC Archery) and _____ (the Host Club) with regard to the _____ Championships to be held on _____ (date).

BC Archery and the Host Club agree to the following:

Communication

1. The Host Club contact person, identified below, will communicate regularly with the Executive Director to ensure all aspects of the event are adequately fulfilled, including, but not limited to:
 - a. Venue and equipment requirements
 - b. Registration process, fees and deadlines
 - c. Marketing & Promotion
 - d. Number and sources of required officials
 - e. Results reporting requirements including scorecards and results/scorekeepers

Organizational Responsibilities

2. The Host Club is responsible for providing/obtaining the following items and services:
 - a. Sufficient volunteers
 - b. Event advertising information sent to BC Archery
 - c. Local event advertising, publicity and media
 - d. Travel and accommodation information for out of town participants (to be included with event advertising)
 - e. Adequate shooting venue – must be maintained and suitable for archers and officials to navigate without risk of preventable injury (in reference to Outdoor courses / trails) with final approval of BC Archery
 - f. Food services, if possible, and water (mandatory) provided for Outdoor events
3. BC Archery is responsible for providing the following items and services:
 - a. Event advertising on the BC Archery website, Facebook page and in the Newsletter
 - b. Assisting to locate a sufficient number of Officials (including DOS and judges) as needed
 - c. Timing devices (if required)
 - d. Range Inspection (from BC Archery Judge Chair or suitable representative)
 - e. Butts and stands (in new or useable condition, 3D animals must have the 11-ring), and sufficient new targets for the number of participants, allowing for target changes
 - f. Range layout and set-up, in line with National and Provincial safety standards
 - g. Collection of registration information and fees
 - h. Scorecards (approval required by BC Archery before the event) and method for scorekeeping (computer & printer), along with target assignments
 - i. List of registered archers and final results submitted to BC Archery in a mutually agreeable format
 - j. Officials (at least one Provincial Judge / Judge Candidate per shooting time (where applicable, ie. BC Indoors), and two results/scorekeepers)

- k. Opening and Closing ceremonies and any social events (optional)
- l. Medals for all categories (including Guest medals for any Guest categories)
- m. BC Archery representative to assist with Medal Presentations
- n. Results published on the BC Archery website
- o. Provide lunch to Officials at no cost (DOS and all Judges)
- p. Adequate, clean washroom facilities
- q. Podium for medal presentations, or other suitable arrangement
- r. Following the current rules, as published on the Archery Canada and BC Archery websites

Financial Responsibilities:

- 4. BC Archery is solely responsible for all costs and expenses in regard to the planning and execution of the event, except for those costs and expenses directly related to BC Archery's organizational responsibilities identified in point 2 above.
- 5. BC Archery is responsible for the cost of any tournament registration fees with Archery Canada
- 6. The Host Club is solely responsible for, and benefits solely from, any fundraising conducted by the Host Club in relation to the event.
- 7. BC Archery is solely responsible for, and benefits solely from, any fundraising conducted by BC Archery in relation to the event.
- 8. Within ten (10) days of the conclusion of the event, the BC Archery VP-Finance will issue to the Host Club a cheque in the amount of the BC Archery levy ('per participant' fee).
- 9. The BC Archery levy is \$10.00 per registered participant for BC Archery Championships and \$7.00 per registered participant for JOP Championships.

Primary Contacts for the Event:

	Host Club Contact Person	BC Archery Executive Director
Name:		
Phone #:		778-241-2724
Email:		execdirector@bcarchery.ca

We, the undersigned, agree to abide by the above terms, and will comply with the expectations as laid out in the Hosting Manual.

For the Host Club:

For BC Archery:

Signature: _____

Name: _____

Title: _____

Date: _____



Tournament Name: _____ Date: _____

Venue(s): _____

Host Club(s): _____

Tournament Host Contact Information

Name _____

Phone _____ Fax _____

E-mail _____

Complete the following information:

EXAMPLE	Costs borne by:		
		Host Club	BC Archery
		Option A	Option B
Total number of registered participants	A.	72	72
Total registration revenue	B.	\$3500	\$3500
BC Archery participant fee @ \$10 per person (\$7 for JOP events)	C.	\$10	\$10
Participant fee payable to (A x C)	D.		
Host Club (Option A)			\$720
BC Archery (Option B)		\$720	
Revenue for (B - D)	E.		
Host Club (Option A)		\$2780	
BC Archery (Option B)			\$2780

Please indicate method of payment to the club: (Circle one) **E-Transfer** OR **Cheque**

Host Club cheque to be payable to: (usually your club name) _____

Host Club Cheque to be mailed to : (Address) _____

Host club E-transfer email: _____

Send this form along with any BC Archery monies collected (100% of registration fees) to:

E-Transfer is preferred or Cheques can be accepted, if required.

Executive Director- PO Box 16 Cranbrook PO Main, Cranbrook BC V1C 4H6

E-Transfer email: execdirector@bcarchery.ca

Questions about *this* form?

Contact Executive Director: Tel: (778-241-2724) or E-mail: execdirector@bcarchery.ca



Please submit this form at least two weeks prior to the event to allow time for delivery

Email to: Executive Director (execdirector@bcarchery.ca) Date: _____

From: _____

Host Club: _____

Event: BC Indoors / BC Outdoors / BC 3Ds _____

Event Dates: _____

I would like to request the following medals for the event. This is an approximate number based on current and expected registrations, and the categories in which they are registered.

Gold: _____ Silver: _____ Bronze: _____ Guest: _____

Please send the medals to:

Name: _____

Address: _____

City & Postal Code: _____

To be completed by the Executive Director:

Date processed: _____

Number of medals sent (incl extra): Gold _____ Silver _____ Bronze _____

Mailed to above address? Yes / No Entrusted delivery to club by: name of person delivering medals

Appendix “E” REPEALED DUE TO INSURANCE REGULATIONS

Anyone competing in a BC Archery Championship MUST be a registered member of BC Archery and/or Archery Canada or a member of a World Archery affiliated national organization

Safe Sport

Statement of Commitment

BC Archery is committed to creating a sport environment that is accessible, inclusive, respects their participants' personal goals, and is free from all forms of maltreatment. As part of BC Archery's commitment to Safe Sport, our staff and Directors have completed Commit to Kids training.

BC Universal Code of Conduct and Organizational Policies

BC Archery's [Code of Conduct and Ethics Policy](#) aligns with the [BC Universal Code of Conduct](#) and also provides additional responsibilities for coaches, athletes, and officials in a sport-specific context.

All organizational policies, including those pertaining to Discipline & Complaints or maltreatment, can be found here: <https://bcarchery.ca/about/administration>

In addition to the policies specific to our organization, BC Archery follows Archery Canada policies where applicable.

Safe Sport Training

All coaches, officials and volunteers of BC Archery are required to take Safe Sport training. Safe, inclusive sport environments help make sport rewarding and enriching for all. Safe Sport training gives you the knowledge and skills to create those environments by recognizing, addressing and preventing maltreatment in sport. To find out more and to take the free 90-minute eLearning training, go to <https://safesport.coach.ca/participants-training>.

Reporting Maltreatment

Any individual may report any complaint or alleged incident related to matters that may arise during BC Archery's business, activities, and events which may or may not contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse directly to the Executive Director: execdirector@bcarchery.ca

The complaint must be in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Executive Director's discretion.

Canadian Sport Helpline

This free helpline offer support to victims and witnesses of harassment, abuse and discrimination. This anonymous, confidential and independent service allows them to share and validate their concerns, obtain advice on the process to follow and be directed toward the appropriate resources to ensure a follow-up. To find out more, go to www.abuse-free-sport.ca.