

Tournament Hosting Manual

2026 Edition



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INTRODUCTION

This Tournament Hosting Manual has been developed to assist Member Clubs in understanding the requirements, expectations, and responsibilities associated with hosting a BC Archery Provincial Championship event. The manual is intended to provide clear guidance on the bid process, event formats, operational requirements, and best practices for planning and delivering a successful championship.

While Provincial Championships are premier events within BC Archery's annual calendar, they should also reflect the values that make our sport enjoyable, inclusive, and rewarding for participants, volunteers, officials, and spectators alike. This manual aims to support host clubs in creating a professional, safe, and memorable experience while maintaining the spirit of camaraderie and sportsmanship that defines archery.

Many elements of this manual have been adapted from the Archery Canada Major Domestic Events Host Manual and have been updated to reflect BC Archery's current hosting standards, operational practices, and strategic objectives. Host clubs are encouraged to use this document as a planning resource throughout the event lifecycle, from bid submission through post-event reporting.

BC Archery recognizes that successful Provincial Championships are made possible through the dedication of local clubs and volunteers. We appreciate the commitment of all host organizations and look forward to working collaboratively to deliver exceptional championship events across British Columbia.

EVENTS

The British Columbia Archery Association (BC Archery) promotes five Championship events annually. Please note that these are preferred dates, but can be negotiated with BC Archery.

- BC Indoor Target Championships – Easter weekend (Sat/Sun)
- BC 3D Championships (outdoor) – June (not to conflict with JOP Outdoors)
- 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 31st, please cc the BC Archery VP-3D & Bowhunting
- BC Indoor Target Championships: by August 31stth
- BC Outdoor Target Championships: by August 31stth
- 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.

Financial Model

BC Archery recognizes that affiliated clubs have varying capacities and resources available to host Provincial Championship events. To provide flexibility and increase hosting opportunities throughout the province, clubs may select one of two hosting models. Both models are designed to ensure a professionally delivered Provincial Championship while providing financial benefit to both the Host Club and BC Archery. The selected hosting option must be identified in the bid submission and will form part of the Tournament Agreement.

OPTION A – Host Club Managed Event

- Host Club assumes responsibility for event planning, administration, equipment, venue, officials, and operational expenses.
- BC Archery Collects all registration fees & Online Store revenue (Shirts, Camping, Banquets, ect.)
- Following submission of the Tournament Revenue Report, BC Archery will receive **20% of the registration revenue.**
- The Host Club retains **80% of the registration revenue and the profits from Online store revenue(Shirts, Camping, Banquets, ect.).**
- Net profit shall be defined as total event revenue less approved event expenses.

OPTION B – BC Archery Managed Event

- BC Archery assumes primary responsibility for event administration, registration, equipment, officials, and operational expenses.
- BC Archery collects and retains all registration revenue.
- BC Archery assumes responsibility for approved event expenses.
- Following completion of the event and reconciliation of expenses, the Host Club will receive **20% of the net event profit** as a hosting honorarium.
- BC Archery retains **80% of the net event profit.**

IMPORTANT NOTE

The Host Club must indicate its preferred hosting option at the time of bid submission.

The selected option may be modified after the bid has been submitted, provided the change is made prior to the applicable bid deadline listed above. Once the bid deadline has passed, the selected option becomes final and may not be changed. No changes to the selected option will be permitted after the tournament has been awarded.

Host Clubs are encouraged to carefully review the financial responsibilities and benefits associated with each option before submitting their bid.

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 Provincial Championship follows a specific competition format established by BC Archery. Host Clubs are responsible for delivering the event in accordance with the format and applicable Archery Canada (AC) and World Archery (WA) rules.

BC 3D Championships (Outdoor)

- Event takes place over two consecutive days (Saturday and Sunday).
- Competitors will shoot two (2) 40-animal rounds, one round each day.
- All targets must utilize scoring rings that include the 11-ring that is centered within the 10 ring.
- No Grand Prix format will be used at the Provincial Championships unless otherwise approved by BC Archery.
- Competition rules shall follow the current Archery Canada Rulebook #4 with amendments according to the most current BC Rules of Shooting.
- Provincial Champions and medal placings will be determined by the combined two-day score.

BC Indoor Target Championships

- Event takes place on the Saturday and Sunday of Easter Weekend unless otherwise approved by BC Archery.
- Competitors will shoot two (2) registered Archery Canada/World Archery 18-metre rounds, one round each day.
- Compound divisions shall utilize Inner-10 scoring in accordance with current Archery Canada rules. Scorecards shall record scores as 10-9-8, with no X-counts recorded.
- Competition rules shall follow current Archery Canada Rulebooks #2 and #3.
- Provincial Champions and medal placings will be determined by the combined two-day score.

BC Outdoor Target Championships

- Event takes place on the Saturday and Sunday of Labour Day Weekend unless otherwise approved by BC Archery.
- The championship format will be determined jointly by BC Archery and the Host Club during the planning process.
- The Championship will consist of two rounds selected from the following:
 - 720 Round
 - 24-Target Field Round
- Competition rules shall follow current Archery Canada Rulebooks #2, #3, and #4 as applicable and the BC Rules of Shooting.
- Provincial Champions and medal placings will be determined by the combined two-day score.

Junior Olympic Program (JOP) Indoor Championships

- Competitors will shoot two (2) Canadian 300 Rounds consecutively on a single day.

- Provincial Champions and medal placings will be determined by the combined score out of 600.

Junior Olympic Program (JOP) Outdoor Championships

- Competitors will shoot a JOP 720 Round.
- Distances, target faces, and age classes shall follow the current BC Archery JOP Program guidelines.
- Provincial Champions and medal placings will be determined by the total score out of 720.

Event Registration

Where practical and appropriate, Provincial Championship events should be registered with Archery Canada and/or World Archery. BC Archery will reimburse the Host Club for approved event registration fees upon submission of proof of payment.

BC Archery reserves the right to approve, modify, or update championship formats, schedules, and competition procedures to ensure alignment with current Archery Canada and World Archery standards, participant experience, and organizational objectives.

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

BC Archery Provincial Championships are typically conducted over two days, with the exception of Junior Olympic Program (JOP) Championships, which are one-day events. The following schedule is provided as a recommended guideline and may be adjusted to suit venue requirements, participation numbers, and event-specific needs.

Friday – Practice & Check-In Day

- Where possible, practice and athlete check-in should be offered during the afternoon and evening to accommodate competitors travelling from outside the host region.

Practice

- A minimum of four (4) hours of practice time should be provided.
- Practice may be conducted on the Field of Play or on a designated practice range.
- Appropriate safety supervision must be maintained at all times.

Athlete Check-In & Equipment Inspection

- Athlete check-in and equipment inspection should be available before competitors enter the practice area.
- Equipment inspections must be conducted in accordance with the applicable Archery Canada rules.
- Host clubs should ensure sufficient staffing to minimize wait times.

Saturday – Day One of Competition

Morning Activities

- Late athlete check-in and equipment inspection for approved late arrivals.
- Target assignments are posted and scorecards distributed.
- Any final event notices or updates are communicated to competitors.

Opening Activities

- Opening ceremonies (optional).
- Recognition of dignitaries, sponsors, volunteers, and officials.
- Playing or singing of the National Anthem where appropriate.

Competition

- Competitor meeting and safety briefing.
- Event commencement following all required announcements regarding safety procedures, scoring protocols, course conditions, and competition rules.
- Collection and verification of scorecards at the conclusion of shooting.
- Compilation and posting of Day One results as soon as practical.

Sunday – Day Two of Competition

Morning Activities

- Updated target assignments posted (where flights or reassignment procedures are used).
- Scorecards distributed.
- Competitor meeting and any necessary event announcements.

Competition

- Commencement of shooting.
- Collection and verification of scorecards at the conclusion of competition.
- Compilation of final results.

Awards & Closing

- Medal presentations.
- Recognition of sponsors, volunteers, officials, and host club personnel.
- Closing remarks from the BC Archery representative.
- Official declaration of event closure.

Schedule Communication

A detailed event schedule should be published and distributed to registered participants as early as possible to allow competitors to make travel and accommodation arrangements.

Any significant schedule changes should be communicated promptly through the event registration platform, email, and/or official BC Archery communication channels.

3D Championships

A mandatory shooter meeting shall be held prior to the first scoring arrow each day.

A shotgun start shall be used unless otherwise approved by BC Archery.

All competitors must receive the same course instructions, safety information, and scoring guidance before competition begins.

Shooting groups shall be mixed wherever practical. No group should consist entirely of members from the same club unless unavoidable due to participation numbers or category requirements.

Indoor Championships

Multiple shooting sessions may be required depending on venue capacity.

Host organizers should carefully consider athlete experience, volunteer workload, officiating requirements, concessions, and scoring operations when determining session formats.

Whenever feasible, organizers should prioritize larger facilities that allow for fewer shooting sessions.

Registration caps may be implemented when necessary to ensure the event is conducted safely, professionally, and in accordance with Archery Canada and BC Archery standards.

Registration Management

The Executive Director shall be responsible for managing all event registrations through the BC Archery online registration platform (2Mev/Uplifter). This ensures a consistent registration process, centralized participant records, and efficient communication with athletes and host clubs.

Registration for all Provincial Championships and sanctioned BC Archery events shall close no later than **two (2) weeks prior** to the first day of competition. This allows sufficient time to:

- Verify memberships and eligibility.
- Finalize athlete entries.
- The Executive Director will Prepare target assignments and shooting groups and include the required Directors to ensure compatibility and technical alignment of the assignments and groups.
- Produce event materials and reports.
- Coordinate event logistics with the host club.

Late registrations received after the registration deadline may be accepted only at the discretion of the Executive Director and only if they can be reasonably accommodated without negatively impacting event operations. Consideration will include, but is not limited to:

- Available target space.
- Existing target assignments and shooting groups.
- Event capacity.
- Administrative workload required to accommodate the change.

- Acceptance of a late registration is not guaranteed.

If cancellations occur after registration has closed, the Executive Director will make every reasonable effort to fill available spaces from the event waiting list. Athletes on the waiting list will be contacted in registration order where practical; however, placement may also be influenced by division, equipment class, target assignment requirements, and the ability to integrate the athlete into the existing competition schedule.

Registration Fees

The Host Club shall determine the registration fees for the event, taking into consideration the costs associated with hosting, including venue rental, equipment, facilities, volunteer support, awards, and other operational expenses. Host Clubs may also choose to offer **Early Bird Registration** pricing for a specified period to encourage early registration.

BC Archery recognizes that hosting costs vary considerably between clubs and venues throughout the province. Providing flexibility in registration pricing allows Host Clubs to better offset these expenses while maintaining the financial viability of the event.

All proposed registration fees are subject to review by BC Archery. BC Archery reserves the right to determine whether the proposed fees are appropriate, reasonable, and consistent with comparable Provincial Championship events. Should concerns arise regarding the proposed fee structure, BC Archery will work collaboratively with the Host Club to establish a fair and equitable registration fee schedule. This will ensure participation rates are not impacted by the fees.

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. 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.

Photography and Media Coverage

Host Clubs are strongly encouraged to secure a dedicated photographer for the event. Photography costs should be considered during the event planning process and, where possible, covered by the Host Club or through sponsorship support.

High-quality photographs are essential for promotion of the sport, recognition of athletes, sponsor engagement, membership growth, and future event marketing.

The Host Club shall ensure that all event photographs are shared electronically with BC Archery within fourteen (14) days following the conclusion of the event. BC Archery may use these images for promotional, educational, archival, and marketing purposes.

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. Target Faces (Single or Triangle 3-spot) are not included in the BC Archery Trailer Rental and it is the host clubs responsibility to ensure that the required amount of target faces are available for the event.

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 club should provide a regular ink printer for onsite printing of results, participant lists and documents as needed, including paper and ink for the printer.

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 or you may request that BC Archery assists with this process to minimize confusion and errors.

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 Executive Director to be posted on the BC Archery website. If the event was a registered tournament in Ianseo, it will need to be uploaded and reported there.

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.

The Executive Director will determine the medal requirements for the event based on the final registration numbers and will prepare and ship all required medals and ribbons, along with a small number of extras, in advance of the tournament. Host Clubs are not required to submit a Medal Requisition Form. Following the event, any unused medals and ribbons must be returned to the Executive Director. If an award recipient cannot be presented with their medal at the event due to a shortage or other unforeseen circumstance, the Host Club shall provide the recipient's name and mailing address to the Executive Director, who will arrange for the medal to be mailed.

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		
Proposed Registration Fees		
	Early Bird Discount(Optional)	Regular
Youth		
Adult		
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, consider obtaining a hotel block room discount or offering camping if applicable.)
 - 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 centered within the 10 ring), and sufficient new targets for the number of participants, allowing for target changes (Triangle 3-Spot & Single Spot)
 - g. Range layout and set-up, in line with National and Provincial safety standards
 - h. Scorecards (approval required by BC Archery before the event) and method for scorekeeping (computer & printer), along with printing and posting 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) per 100 registered archers, and two results/scorekeepers)
 - k. Opening and Closing ceremonies and any social events (optional)
 - l. Food services, if possible, and water (mandatory) provided for Outdoor events
 - m. Provide lunch to Officials at no cost (DOS and all Judges)
 - n. Adequate, clean washroom facilities
 - o. Podium for medal presentations, or other suitable arrangement

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

Financial Responsibilities:

- 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.
- BC Archery is responsible for the cost of any tournament registration fees with Archery Canada
- The Host Club is solely responsible for, and benefits solely from, any fundraising conducted by the Host Club in relation to the event.
- BC Archery is solely responsible for, and benefits solely from, any fundraising conducted by BC Archery in relation to the event.
- Net event profit shall be defined as the total event revenue generated in a report from the 2Mev/Uplifter online registration platform, less any outstanding amount to BC Archery (I.e. Tournament Trailer Rental)
- The Tournament revenue report shall be completed and submitted to the Host Club outlining the revenue breakdown.
- For Provincial Championship events, BC Archery shall retain twenty percent (20%) of the participant registration fees.
- For Provincial Championship events, the Host Club shall receive eighty percent (80%) of the participant registration fees.
- The Executive Director & VP-Finance will remit revenue payment to the host club within 10 days of the completion of the event.
- For Junior Olympian Program (JOP) Championships, the Host Club shall remit the established BC Archery levy of \$7.00 per registered participant, unless otherwise approved by the BC Archery Board of Directors.
-

Primary Contacts for the Event:

	Host Club Contact Person	BC Archery Executive Director
Name:		Darby Mummery
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)
 - a. Butts and stands (in new or useable condition, 3D animals must have the 11-ring centered within the 10 ring), and sufficient new target faces for the number of participants, allowing for target changes (Triangle 3-Spot & Single Spot)
 - e. Range layout and set-up, in line with National and Provincial safety standards
 - f. Collection of registration information and fees
 - g. Scorecards (approval required by BC Archery before the event) and method for scorekeeping (computer & printer), along with target assignments
 - h. List of registered archers and final results submitted to BC Archery in a mutually agreeable format

- i. Sufficient number of Officials based on number of registered participants (Provincial Judges / Judge Candidates and two results/scorekeepers)
- j. Opening and Closing ceremonies and any social events (optional)
- k. Medals for all categories (including Guest medals for any Guest categories)
- l. BC Archery representative to assist with Medal Presentations
- m. Results published on the BC Archery website
- n. Provide lunch to Officials (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

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. Net event profit shall be defined as the total event revenue generated in a report from the 2Mev/Uplifter online registration platform, less any outstanding amount to BC Archery (I.e. Tournament Trailer Rental)
- 9. The Tournament revenue report shall be completed and submitted to the Host Club outlining the revenue breakdown.
- 10. BC Archery shall retain twenty percent (80%) of the net event profit.
- 11. The Host Club shall receive eighty percent (20%) of the net event profit.
- 12. The Executive Director & VP-Finance will remit revenue payment to the host club within 10 days of the completion of the event.
- 13. For Junior Olympian Program (JOP) Championships, the Host Club shall remit the established BC Archery levy of \$7.00 per registered participant, unless otherwise approved by the BC Archery Board of Directors.

Primary Contacts for the Event:

	Host Club Contact Person	BC Archery Executive Director
Name:		Darby Mummery
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: _____



BC Archery

Tournament Revenue Reporting Form (Appendix 'C')

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 registration revenue	A.	\$8500	\$8500
BC Archery retains 20% registration revenue (\$7 for JOP events)	B.	20%	80%
Participant fee payable to (A x B)	C.		
Host Club (Option A)		\$1700	\$6800
BC Archery (Option B)		\$6800	\$1700

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



BC Archery

MEDAL REQUEST FORM - Appendix D

Office Use Only (Executive Director)

Event Information

Date Processed: _____

Host Club: _____

Event

☐ BC Indoor Championships

☐ BC Outdoor Championships

☐ BC 3D Championships

☐ Other: _____

Event Dates: _____

Shipping Information

Recipient Name: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____

Province: _____

Postal Code: _____

Medals Issued

Medal Type	Quantity Sent
-------------------	----------------------

Gold	_____
------	-------

Silver	_____
--------	-------

Bronze	_____
--------	-------

Extra Medals Included	_____
-----------------------	-------

Delivery Method

☐ Mailed to address above

☐ Hand Delivered

If hand delivered:

Delivered by: _____

Date: _____

Comments: _____

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.

Sport Integrity Canada (Formerly CCES)

The Canadian Centre for Ethics in Sport (CCES) is excited to announce that it has changed its name to Sport Integrity Canada. This new name is now in effect and will be fully operationalized across the organization by January 1, 2026.

Call or text: 1-866-971-2777

You can choose to share who you are or remain anonymous*.

Email: safesport@cces.ca

Email anonymously: safesport@cssp.realresponse.org

To ensure your anonymity, consider whether your email signature is provided in the email you send to this address.

NOTE: Text and email are not intended for reporting. The CSSP accepts reports through our online report form and by phone – both methods allow you to remain anonymous if you choose. If you choose to share your name when you make a report, the CCES will not share it with your sport organization unless it is necessary to keep you or someone else safe, and we will make every effort to get your consent beforehand.