



2025 Event Host Guidelines – 3D Tournaments

This program document outlines the club event registration process, timelines, resources available to clubs, and the responsibilities of clubs hosting partner events.

1. Event Categories

a. Club Events (Indoor & Outdoors)

Archery Manitoba Clubs can host and structure as many club-level events as they choose.

Archery Manitoba will provide the following to a “Club Shoot”:

- Provide Score Cards & Score Sheets
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & Organizational Newsletters
- Design and print an event poster for local and online promotion
- Set up event registration or provide the Club with an up-to-date Archery Manitoba Member list before the event.
- Post Event Results on the Archery Manitoba Results Page
- Access to Rent the Archery Manitoba Rinehart (IBO/ASA) 3D Targets. The rental fee is \$10 per archer per round of 20 targets. Clubs are responsible for delivering targets, with the optional use of organizational trailers.
- Indoor events are eligible for a \$400 club host grant to offset the venue rental cost. Clubs must provide a record of the venue expense to claim the grant, which can be accessed once per year.

Clubs must meet the following criteria to host Club Events

- Follow Safety Guidelines
- Have a Certified Club Range Safety Officer present
- Be an affiliated partner club in good standing
- Ensure that all non-member guests are recorded and pay the \$5 guest fee

2. Co-Hosted Events

Archery Manitoba works with partner clubs to host the ASA Tour Manitoba and Provincial Championships. The partnership agreements between clubs and Archery Manitoba for ASA Tour Events and Provincial Championships differ, and the objective is to provide clubs with support and knowledge while co-hosting a major provincial event.

a. ASA Tour Events

Archery Manitoba will provide the following to an ASA Partner Event

- Provide all administrative resources - scorecards, sheets, ect.

- Design an event poster for online promotion & and print for regional awareness.
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & include it in the Monthly newsletter.
- Post-event results on the Archery Manitoba Results Page
- Provide and manage online registration
- Provide ASA Event Coordinator to manage course layout, groupings, schedules, and results.
- Revenue share in which both the club and Archery Manitoba receive 50% of the revenue after expenses.

Clubs must meet the following criteria to partner to host an ASA Tour Event.

- Secure a venue
- Secure volunteers to ensure at least eight volunteers are on-site at all times, including course setup and teardown.
- Organize event food (BBQ Fundraiser, Food Truck or local vendor)
- Ensure the venue has sufficient washrooms (permanent or portable)

Archery Manitoba has reserved and will require the ASA Tour Event in 2025 to be hosted on the following dates:

- May 25
- June 15
- July 13
- August 9 & 10

b. Provincial Championships 3D Events (Indoor & Outdoor).

Archery Manitoba will provide the following to a Provincial Championship event:

- Provide Score Cards & Score Sheets
- Design an event poster online promotion & provide paper copied upon request
- Post on the Archery Manitoba Events Calendar
- Post to the Archery Manitoba Facebook Page & include in the Monthly newsletter
- Post Event Results on the Archery Manitoba Results Page
- Provide Online Registration
- Provide Provincial Judge
- Provide Archery Manitoba Targets if the club requires them. If the club requires Archery Manitoba Targets, the event revenue will be split 50/50 between the club and Archery Manitoba.

- For Indoor Championships, clubs can receive up to \$400 to offset the venue cost. Clubs must provide a record of the venue expense to claim the grant, which can be accessed once per year.
- Custom Championship Medals

Clubs hosting Provincial Championships must meet the following requirements:

- A minimum of Two 20-target courses for outdoors, one 35-target course for Indoors
- Certified Provincial Judge – The club must provide overnight accommodation if necessary
- Online Pre-Registration
- Shotgun Start
- Double Scoring
- Must follow Archery Canada Rules and/or ASA Rules.
- Secure a venue (Venue requirements)?
- Secure volunteers to ensure at least eight volunteers are on-site at all times, including course setup and teardown.
- Organize event food (BBQ Fundraiser, Food Truck or local vendor)
- Ensure the venue has sufficient washrooms (permanent or portable)

Archery Manitoba has reserved and will require Provincial Championships to be hosted on the following weekends:

Indoor Provincials

- *Sunday, April 13, 2025*

Outdoor Provincials

- *Sunday, July 13, 2025*

c. Registration to host a 2025 Event

Registration for the Indoor Season will begin on December 2 at 8:00 AM. The Deadline to submit applications for funded indoor events will be December 22.

Registration for the Outdoor Season will begin on January 6, 2025, at 8:00 AM. The first intake deadline to submit applications for outdoor-funded events (ASA & Outdoor Provincials) will be February 2, 2025.

Please note, regardless of the timelines for funded events (ASA & Provincials) clubs are welcome to register for indoor and outdoor club events at any time.

The online registration form can be accessed at:

<https://forms.gle/hgDTUyigAE3aQ73U8>

Registered events must be open to all Archery Manitoba, Archery Canada, and World Archery members unless there are specific other requirements (such as the Provincial Championship).

No other event will be sanctioned on the same weekend as a Provincial Championship or National Championship event held within the Province of Manitoba.

Officiating

All Provincial Championship and ASA Tour events must follow Archery Canada/ASA rules and be officiated by a certified Provincial Judge. Archery Manitoba will appoint judges for all events as required or requested.

Results

Archery Manitoba will ensure that results are published and correctly submitted to AC and WA as required. Clubs are responsible for submitting results in the required electronic format and for retaining a copy of each scorecard.

Important Note:

The Archery Manitoba liability insurance policy will not cover “associate non-members” (aka. guests) to participate in any competitive categories. Please note that any archer in a competitive category submitting a score must be a current Archery Manitoba Member.