



2025 Event Host Guidelines - Target

The Archery Manitoba Target Event Host Guidelines have been developed to assist clubs in understanding what is expected when hosting an Archery Manitoba/Archery Canada-registered event. The guidelines clarify registration timelines and event formats and help plan and organize.

Archery Manitoba provides the following services to member clubs:

- Schedule events on the Provincial Events Calendar
- Register events with Archery Canada & World Archery
- Coordinate the assignment of judges (ratio of 1 judge to 15 Archers)
- Provide scorecards
- Submit results to Archery Canada and publish them on the Archery Manitoba website.
- Providing some tournament equipment, such as target butts and stands, timers, and displays as available

Registration

Event registration deadlines:

- | | |
|--------------------------------|-------------------|
| • 2025 Winter Indoor Deadline | January 6, 2025 |
| • 2025 Outdoor Events Deadline | April 1, 2025 |
| • 2025 Fall Indoor Deadline | September 1, 2025 |

Registered events must be open to all Archery Manitoba, Archery Canada, and World Archery members.

Late Registration—Please note that any event registered after the designated event registration deadline, as stated above, may still be accepted, with the understanding that the club's dates will be secondary to any registered on time.

Requests for late registration (after annual dates) must be submitted at least 15 business days prior to the planned event date.

All events must be registered using the "Target Event – Club Registration" online registration form, linked below, or on the Archery Manitoba website:

- Target Event Club Registration can be accessed at:
<https://forms.gle/E9YHv4BvC7xrxWdZ8>
- Indoor & Outdoor Provincial Championships Application:
<https://forms.gle/MjCpqSVoCAjeLveA7>
- <http://archerymanitoba.ca/about/clubs/>

Officiating

All Archery Manitoba registered target events must follow Archery Canada rules. A certified Provincial Judge must officiate at all Archery Manitoba-registered target events. Archery Manitoba will appoint and approve judges for all registered events. Clubs may identify judges who are available for Archery Manitoba-registered events. The required provincial judge-to-athlete ratio is 1:15.

Club Tournament Support

- Archery Manitoba will fund one (1) Provincial Judge Expense (\$50 + Mileage*) for a maximum of four (4) events per indoor season and two (2) events per outdoor season.
- Archery Manitoba will fund additional Archery Canada Registration & Judge Expenses to any club that hosts a Provincial Championship.

Event Registration Fees

Indoor target season

- Archery Canada (AC) Indoor Rounds - \$35.00
- World Archery (WA) Indoor Rounds - \$60.00 (Includes AC registration)

Outdoor season

- Archery Canada Outdoor Rounds - \$35.00
- World Archery Outdoor Rounds - \$60.00 (Includes AC registration)

Officials Honorarium

Officials expenses (Indoor & Outdoor)

- Archery Manitoba officials honorarium - \$50 per judge (may be subject to change)
- Judge mileage - \$0.35/KM

Results

All results must be submitted to Archery Manitoba through physical scorecards by drop off/mail scanned scorecards or a scoring summary by email to info@archerymanitoba.ca within five business days of the event. Archery Manitoba will submit them to Archery Canada and World Archery as required. Clubs that submit electronically are responsible for retaining original scorecards for up to 14 months following the event date. Note: All non-member scores will not be forwarded to Archery Canada.

Provincial Championships (Indoor & Outdoor).

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

- Provide a technical delegate to work with the club regarding registration, scheduling, range setup and results.
- Provide score cards & score sheets
- Design a copie event poster for online promotion & provide a paper copy
- 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 online registration
- Fund 50% of judges' honorariums
- Allocate judges for the event as needed
- 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 12 competition standard target butts (or share with Archery Manitoba and revenue share)
- The club must provide overnight accommodation if necessary
- Online Pre-Registration
- Double Scoring
- Must follow Archery Canada Rules
- Secure a venue that meets the required measurements for a competition range with at least 12 butts.
- Secure volunteers. Ensure volunteers are on-site at all times, including course setup and teardown.
- Outdoor Provincials - organize event food (BBQ Fundraiser, Food Truck or local vendor)
- Ensure the venue is accessible
- 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

- *March 15 & 16, 2025*

Outdoor Provincials

- *July 5 & 6, 2025*