



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Event Registration Checklist		
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0633. Event Registration Checklist

1. Checklist Background

This checklist is provided to assist clubs organising a Tournament or a Qualifying and Ranking Event (QRE). The checklist does not include any internal club procedures which may be in place within your individual club. Event organisers should check with their club committee for any additional requirements.

2. Tournament Checklist

**** Pre Event ****

- 1 If the event is not on the AV Calendar check the World Archery (WA)/ Archery Australia (AA)/Archery Victoria (AV) Calendars for vacancies before selecting the date of your event. Clashes with other events should be avoided or minimised.
- 2 Register your event with WA / AA (if required). Details of registration of WA/AA events can be found on the AA website.
- 3 Receive acceptance email from AA Calendar Organiser.
- 4 Confirm event posting on AA Calendar.
- 5 Prepare flyer & information email for publicising event.
- 6 Submit flyer & information email to eventreg@archeryvic.org.au . AV will advise any issues with the information and negotiate any changes needed.
- 7 Check AV website Events page for inclusion to AV Calendar.
- 8 Check AV Facebook page to insure information has been posted.
- 9 Commence advertising event as desired.

**** Post Event ****

1. Scores in Archers Diary are to be confirmed against the paper scores by the host club and hard copies retained. As per clarification from AA, tournament scorecards are not required to be sent for verification to the State Ranking List Submitter (RLS).
2. For Records or Claims you must submit paper scorecards to the AV State Recorder asap and within 7 days of completion of the event.

3. Qualifying and Ranking Event Checklist

**** Pre Event ****

1 Before selecting a date, check WA / AA / AV Calendars for vacancies / overlapping events.

NOTE: Unless approved by the AV Board, QREs cannot be run if any Tournament is scheduled in Victoria.

- *Mutual agreement by Clubs with potential clashing events will be considered by the AV Board as part of the decision making process.*
- *AV can elect to have AA remove any such overlapping events from the AA Calendar.*

2 Register your event with WA / AA. Details of registration of QREs can be found on the AA website.

3 Receive acceptance email from AA Calendar Organiser.

4 Confirm event posting on AA Calendar.

5 If advertising on the AV Calendar, AV Website, or AV Facebook page is desired then prepare an information email and send to eventreg@archeryvic.org.au.

6 Check AV website Events page for posting to the AV Calendar.

7 Check AV Facebook page for information being posted.

8 Commence club advertising of the QRE once steps 6 & 7 are complete.

**** Post Event ****

1. The QRE Official or Judge must submit the Event Verification Form within seven days as per guidance provided by AA (details on AA website).

2. Submit paper scorecards to AV RLS ASAP and within 7 days of completion of the event.

3. AV RLS to confirm within 7 days with submitting Club that the scorecards have been checked and verified as correct, or advise if there are any issues requiring rectification.