**NAME OF EVENT**

**DATE**

**Venue**

**Rounds**

**Faces and Distance**

Address of Venue

Type of rounds being shot

List all distances and size of faces being used for each category.

**Timings** Practice: state whether practice or sighters

Registration: what time does this open

Assembly: what time will TO and judges do announcements

**Awards**

Be specific about what awards are going to be given out. Medals? Trophies? How many archers in a category to award gold

**Entry and**

**fees** Single and both days. Entry forms are usually done via ‘google forms’

Contact JLO

**Judges**

**Scoring**

**Rules**

**Bosses**

**Facilities**

Are you using a scoring system or double scoring

What rules are you following (AGB OR World Archery)

What type of bosses and stands will be used

Is there catering, toilets etc

**Parking**

**Lord/ Lady**

**Paramount Drugs ect…**

**GDPR**

**Photos**

**Liability**

**Event Staff**

Is parking on site / or close by. Disability parking

This is usually a committee member that is invited to hand out medals

No smoking/vaping is permitted in front of the tent line. This event is liable for drug testing. Please bear this in mind

By entering this shoot, you agree that the following information may be collected and shared with tournament organisers, scoring systems, Archery GB and other competitors. Some information may also be published in documents or lists relating to the event, and at a schedule decided by the organisers. These include your name, gender, bow style, date of birth or age category, round, disability information, e-mail address, contact numbers, club, county, region and any assigned codes for this information. Those wishing to take photos at this event should sign the event photography register

There needs to be a photography register at each event

Put usual club/ area /archer liability

Tournament Organiser: Name, email and contact number

**Payment Details**

BACS:

Reference –

CLOSING DATE – Closing date usually around two weeks before event to allow for paperwork to be completed