



World Crossbow Shooting Association Inc

Guidelines for conduct of World and Regional Championships

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1. Purpose

The purpose of this document is to identify all the requirements to conduct a successful World or Regional Championship. While it focuses mainly on Outdoor competitions, the principles apply equally to Indoor.

World and Regional Championships are prestigious events and need to be conducted to a standard which reflects their status.

This document is intended as a guide which indicates those things which are mandatory and those which are “nice to have” but not essential. The document needs to be read in conjunction with the current WCSA Shooting Rules, and it assumed that all readers are familiar with those rules. In the event of conflict, the rules shall take precedence.

Abbreviations:

C of J	Chairman of Tournament Judges’ Commission
DOS	Director of Shooting
EC	WCSA Executive Committee
IAU	International Crossbow shooting Union
IC	International Championship (WCSA Star Tournament)
IJ	International Judge
JC	WCSA Judges’ Committee
NTM	National Team Manager
OC	Organising Committee
RC	Regional Championship
SC 600	Sport Crossbow 600 target round
MC900	Medieval Crossbow 900 target round
TC600/25	Indoor Round – 25 cm face
TC600/40	Indoor Round – 40 cm face
TC 900	Target Crossbow 900 target round
TC	Technical Committee
TO	WCSA Technical Officer
TJC	Tournament Judges’ Commission
VTCS	Visual Time Control System(s)
WC	World Championships
WCSA	World Crossbow Shooting Association Inc.

2. Proposal to conduct a WC/RC

2.1 Procedure and proposal

Previous experience in the running of major crossbow or archery events, together with the necessary expertise are required before any national federation is granted a licence by WCSA to conduct a WC/RC.

National federations wishing to host a WC/RC are required to prepare a proposal in the English language for submission to the WCSA Secretary General.

The proposal shall be signed by the President of the national federation.

The form of the proposal appears at Annex 1. The proposal shall be examined by the EC.

The offer may be accepted provided that:

- offer is of an appropriate standard
- no other offer has already been accepted
- all other offers have been assessed
- there is no clash of dates with another WCSA event

It should be noted that the general principle of continental rotation applies to WC/RC.

If the proposal is accepted by the EC, the Secretary General will advise the national federation and prepare a Licence Agreement for signature by the President of that federation.

A Licence will only be issued to financial national federations – NOT clubs.

The Secretary General will add the event to the WCSA calendar and authorise posting on the WCSA website as well as via the WCSA Bulletin.

2.2 Documents required to accompany the proposal

The following documents are required to accompany a WC/RC proposal:

- Four versions of event budget – 30, 50, 100 and 150 competitors
- Photographs and sketches of potential venues together with dimensions
- Direction of shooting
- Maximum shooting distance, overshoot clearance, waiting line, tent line, safety barriers, etc. in the case of a Target event and details of the area proposed for Forest/Bushland or 3D (refer Appendix 7 – WCSA Shooting Rules)
- Details of previous major event experience
- Details of venue facilities – toilets, catering, shelter, storage, car parking, first aid, etc.
- Nearest international airport, railway station
- Details of location and cost of hotels and other accommodation
- Arrangements for local transportation and maps with proximity to shooting venues
- Contact details for an English-speaking co-ordination person for liaison with WCSA
- Expected number of workers available
- Any legal requirements related to the bringing in, use, transportation and storage of crossbows into the host country
- Any other relevant information

2.3 Timetable and reporting

The offer to organise a WC/RC should be made 27 months prior in the case of WC or 18 months in the case of RC.

WCSA expects progress reports 18, 12, 9, 6 and 3 months before the event.

3. Responsibility and accountability to WCSA and technical support

In practice the host federation may devolve the OC activities to a group comprising persons with the knowledge to organise such an event. Assuming a Licence is granted, the national federation shall retain the responsibility for all decisions made and actions taken, and for the

running of the event. All invitations and communications issued by the OC shall be sent on the authority of the national federation in conjunction with the WCSA EC.

The host national federations shall appoint one English speaking person to provide a single point of communication – preferably the Chair of the OC.

- 3.1 WCSA requires that host national federations agree to indemnify the WCSA, its officers and members from any legal liability whatsoever associated with matters arising from the conduct of WCSA WC/RC.
- 3.2 WCSA requires that all host national federations take out and maintain appropriate event insurance.
- 3.3 WCSA will issue a Licence for the conduct of WC/RC held in its name. Once an event licence has been issued cancellation of that event is not acceptable, except as may be expressly agreed with the WCSA EC. Event cancellation has significant ramifications – particularly for countries who have paid for their travel and cannot obtain a refund.
- 3.4 WCSA expects periodical progress reports as per clause 2.3 above.
- 3.5 **Technical inspections and support.**
The TO will appoint a responsible Technical Delegate who may inspect the venue, facilities and all equipment to be used at least 6 months prior to the event. The primary issues are the size and safety of the venue and whether the buttresses are adequate to stop all bolts. The Technical Delegate is available to assist the OC.

4. Planning, budgets and funding

The involvement of WCSA Technical Officer and Chairman of Judges Committee at the planning stage is mandatory. Both these officers are available to provide all necessary expertise. The success of any event depends on good planning.

4.1 Budgets and funding

The principal costs are venue and equipment hire, buttresses, target stands, and target faces and other shooting equipment, medals and awards, accommodation for judges and officials and doping tests.

It is generally accepted protocol that the OC covers the costs associated with accommodation, lunches and drinks for all Judges and WCSA officials present. The OC should also assist with the provision of local transportation for Judges and airport transfers as may be required. The costs associated with international travel for Judges and officials is the responsibility of their respective national federations, the individuals or WCSA as appropriate.

The principal sources of funding are from entry fees, government grants and sponsorship and perhaps some income from the sale of merchandise. OC need to start early to negotiate with government agencies and potential sponsors. OC should approach international crossbow manufacturers and suppliers for sponsorship.

Preparing a realistic budget is essential. There are both fixed and variable costs associated with running any event. The fixed costs relate to the venue and administration while variable costs depend on the number of competitors. Obviously, the greater the number of competitors, the cheaper the cost per competitor. Suggested budget heads appear at Annex 3.

4.2 **Cost of WCSA medals**

The WCSA EC determined in 2013 that the WCSA would provide all championship medals at no charge to the OC. However, engraving of medal and associated cost is the responsibility of the OC (budget item). Refer Section 16 – WCSA Shooting Rules.

4.3 **Setting the cost of Entry fees**

OC are advised to carefully set the entry fees such that they are not prohibitively high so that offset against income from other sources, including a sensible contingency are covered. WCSA reserves the right to review the cost of entry fees.

4.5 **Sponsorship, event naming rights, advertising and venue signage**

Any sponsor (including a government agency) will expect to receive good value for their investment. Their contribution may be either in cash or more often in kind. WCSA has no problem with event naming rights being awarded to a major sponsor. OC are advised to take care to service all sponsors including invitations to the opening/closing ceremonies, civic reception and banquet as appropriate and to ensure that appropriate sponsor signage is erected at the venues. Sponsor logos and advertising should also be included in the event program and on scoresheets and result sheets.

4.6 **Doping control**

Doping tests are expensive in most countries and these need to be budgeted for. Please discuss with WCSA EC.

5. **Championship program**

5.1 **Target WC/RC Program options:**

5.1.1. **Preferred Program – Double TC900/SC600/MC900 plus Matchplay plus Forest (2 days)**

The Target event should only be conducted in a single relay, i.e. everyone shoots together. Allow 6 ½ hours for single relay per day.

Provision must be made for Target, Sport and Medieval crossbow divisions.

This basic program is: (refer Addendum 1 – WCSA Shooting Rules)

Day 1	Arrival and Unofficial practice
Day 2	Official practice and equipment control, Opening ceremony
Day 3	First TC900/SC600/MC900, WCSA Council meeting
Day 4	Second TC900/SC600/MC900, Medal presentation, Doping control
Day 5	Target Matchplay (Individual and Team), Medal presentation
Day 6	Forest Day 1
Day 7	Forest Day 2 (Forest or Bushland), Medal presentation, Banquet

Day 8 Departure

5.1.2 Alternative program – Double TC900/SC600/MC900 plus Matchplay only

This format may only be used when it is not possible to hold a Forest event.

This basic program is:

Day 1 Arrive and Unofficial practice

Day 2 Official practice and Equipment control, Opening ceremony

Day 3 First TC900/SC600/MC900, WCSA Council meeting

Day 4 Second TC900/SC600/MC900, Medal presentation, Doping Control

Day 5 Target Matchplay (Individual and Team), Medal presentation, Banquet

Day 6 Departure

5.2 3D WC/RC championships

Provision must be made for Target, Sport and Medieval crossbow divisions.

This basic program is: (refer Addendum 1 – WCSA Shooting Rules)

Day 1 Arrival, Opening ceremony, Official practice

Day 2 First 3D

Day 3 Second 3D, Medal presentation, Banquet

5.3 Indoor WC/RC championship

Indoor championships may be shot over three competition days covering Target, Sport and Medieval crossbows

This basic program is:

Day 1 Single TC600/40 round

Day 2 Single TC600/25 round

Day 3 Matchplay

If conducted via post, Target Matchplay is not possible, and the event may be conducted over one day.

5.4 Bench / Prone / Medieval WC/RC

Bench / Prone championship is shot over one competition day covering Target, Sport and medieval crossbows.

6. Selecting a Venue

6.1 Outdoor Target events

Preferably, the venue should be a university or other campus-style location with halls of residence, dormitories and associated infrastructure such as sports fields. This minimises logistics issues and keeps everyone together.

Alternatively, a stadium-type venue may be utilised, however the alignment of most stadia is north/south which restricts the length of the shooting line and there may also be issues with safety (overshoot). It is not permissible to have some shooters standing on the running track (if there is one) and the others on grass. Generally shooting longways on a soccer pitch/stadium will only allow about 60 shooters.

In selecting a suitable venue, consideration must be given to the proximity of suitable accommodation for competitors and officials, local transportation, and access to an international travel Centre (i.e. airport, railway station)

The WCSA shooting rules specify direction of shooting, safety requirements.

6.2 Forest/Bushland and 3D events

Venues for Forest/Bushland and 3D should preferably be wooded, gently undulating with interesting environs. Consideration must also be given to accessibility for Assisted (wheelchair) shooters, particularly when the Forest/Bushland rounds are shot in conjunction with a Target WC/RC.

6.3 Indoor Target

The most important aspects in selecting an Indoor venue relate to size, safety and lighting.

7. Equipment requirements

7.1 Outdoor Target

Refer to the WCSA Shooting Rules. Annex 4 has an equipment checklist.

The most important shooting equipment are the buttresses and target stand.

The buttresses MUST be able to stop all bolts, particularly those from Sport crossbows. All target stands should be of the same design. The WCSA Technical Committee can provide detailed technical information on how to build economical target buttresses which will stop bolts from high performance Sporting crossbows. Refer Annex 6 – Sporting Crossbow Buttresses.

OC are urged to start early with target butts and ensure that they are properly tested BEFORE the event. We have experienced many problems at WC/RC with inadequate target buttresses.

Please pay attention to the size and finish of target numbers. They must be made from non-reflective materials.

Also please pay attention to the provision of suitable range distance markers which can be seen from the shooting line.

All target buttresses must be tied down to both the target stands and to the ground.

Wind indicator flags must comply with the rules.

Red flags are required at both the target and the shooting line.

Enough seating should be available for both competitors and officials.

Adequate shelter should be provided for both competitors and officials

Suitable Public Address system is required.

The traffic light control system must provide for both visual and audible signals.

Appropriate 2-way radios are essential for Forest/Bushland/3D events and recommended for the Target events.

7.2 Matchplay

The Judges will conduct the Matchplay. For Target ground layout refer Appendix 12a and 12b – WCSA Shooting Rules.

7.3 Forest/Bushland – (MANDATORY)

The Judges will require an inspection of the course BEFORE the first day of shooting. The Judges will need a map of the course together with a list of targets with target face sizes and distances. Competitor and general safety is the most important consideration. This information is NOT to be provided to competitors. Refer to Section 7 – WCSA Shooting Rules.

7.4 3D – (MANDATORY)

The Judges will need a map of the course together with a list of targets with target face sizes and distances. This information is NOT to be provided to competitors. Refer to Section 8 – WCSA Shooting Rules.

7.5 Indoor Target

Refer to Sections 5 and 6 – WCSA Shooting Rules

7.6 Bench / Prone / Medieval

Refer to Section 9 – WCSA Shooting Rules

8. Invitations

The WCSA Secretary General will provide the OC with a current WCSA membership list. The OC shall send invitations to all WCSA members and officials, and to the IAU.

The WCSA EC may, at its discretion invite Guest Competitors and this will be done in consultation with the OC.

It is customary for there to be two invitation/entry forms sent out. The first is a “Provisional” invitation. The purpose of this is to provide preliminary information and to test the likely numbers of competitors and officials. Responses to the Provisional invitations should be returned no later than 6 months prior to the event.

The second is the “Final” invitation which should be returned say 3 months prior to the event.

Both invitations can be sent out together.

Provisional, Final, Costs

The invitations should also include material relating to international travel centres, local transportation, accommodation, food, any legal requirements (i.e. permits, licences, Customs matters, storage and transportation of shooting equipment, etc.), climate and related information, currency exchange and banking, the acceptability of credit cards, language services, tourist information, etc., sufficient to allow federations to plan their travel arrangements.

Sample Invitation and Entry forms appear at Annex 5.

It is strongly recommended that OC require pre-payment of all fees prior to the competition or in CASH in the currency of the host nation. OC are not expected to accept credit cards

9. Accommodation

It is strongly recommended that OC do not directly arrange accommodation, or if they do that pre-payment is required. The OC should provide a list of recommended accommodation options and the likely tariff.

10. Local transportation

The OC should advise with the event invitations as to the relative/comparative cost, advisability of taxis, hire cars, parking, language difficulties, driving conditions, etc. OC are encouraged to arrange for local transportation to and from the international airport to the accommodation as may be required. It is normal that participants pay for such services, except for International Judges.

11. Competitors' shooting equipment

The OC must advise any special procedures which may be required to bring crossbows into and out of the host country, i.e. the provision of permits, licences, storage, local transportation to and from shooting venues, and any other Customs/Police or Government regulations. This information should be provided well in advance of the competition dates. The OC are strongly encouraged to brief local Immigration, Customs, Quarantine and Police officers on the types of equipment which will be used. It can be extremely embarrassing if local Customs officers are not familiar with the shooting equipment that will be used.

12. Organising committee

The National Federation shall appoint an Organising Committee to be chaired by an experienced English-speaking person.

The number of people on the committee will depend on the tasks to be performed covering administration, scoring medals and results, field crew, accommodation, catering, etc. It is an advantage if most of these people have some English language capability.

13. Judges and judging equipment

13.1 Accommodation and lunches

It is customary for the OC to provide accommodation, lunches and refreshments free of charge during the competition days

13.2 Judges' measuring equipment

The OC must provide suitable measuring tapes and equipment to undertake equipment control as specified by the Chairman of the Judges Committee. The Judges will require, 100m tape measure and scales to weigh crossbows.

The OC MUST also provide suitable event stickers to be used for equipment control purpose. The stickers should be given to the Chairman of Judges.

13.3 Judges' training course

Often a judges training course will be conducted in conjunction with a Target WC.

This depends on the number of candidates and will be supervised by the C of J. The C of J will liaise with the OC to arrange any facilities which may be required.

14. Manpower

14.1 Conduct of events

Once the Chairman of Judges arrives, he or she will effectively supervise the running of the event and the DOS and International Judges will take care of most of the shooting operations. This allows the OC to attend to moving and repairing shooting equipment, administrative, catering and other matters.

14.2 Administration

OC will need people to handle all the administrative, catering and marketing aspects. Refer also to section 16.

14.2 Field crew

The Field crew has the responsibility for setting up the shooting field to the satisfaction of the C of J, shifting target buttresses between ranges, repairing and replacing worn or leaking buttresses, searching for lost bolts and generally attending to all aspects of venue equipment.

The field crew should wear a distinctive uniform.

The field crew must always be available as required by the C of J or DOS.

15. Food and drinks

Competitors, officials and workers will all need lunches and refreshments.

It is strongly recommended that OC provide free of charge, water for all participants and officials on the shooting field at Outdoor Target championships. This is particularly important during hot weather. Remember that we have a duty of care to maintain a safe environment.

16. Opening/closing ceremonies

16.1 Flags

The flag of the host nation, other national or regional flags, the WCSA flag, and the flags of all competing nations should be flown for the duration of the competition.

It is usual for each national team to bring their own country flag; however, the OC needs to remind them beforehand.

16.2 Opening and closing ceremonies

It is customary for there to be some form of formal opening ceremony, usually conducted on the shooting field. This provides the opportunity for teams to be lined up for photographs and for local dignitaries to make short speeches. It is advisable to keep such ceremonies as short as possible, particularly in hot conditions.

It is recommended that a small Civic Reception and some light refreshments be made available after the opening ceremony. The cost of refreshments should be borne by the local government.

It is not necessary to have a closing ceremony as the banquet effectively serves this function.

Only the National Anthem of the host country should be played at opening ceremonies, if required.

Major sponsors should be invited to the opening ceremony and Civic Reception.

17. Administration

17.1 Printed program

It is customary for the OC to have printed a program which includes messages of welcome from the WCSA and National Federation Presidents and/or the Chairman of the OC, messages of welcome from the local Mayor, a timed program of events, a list of participants, list of current WCSA World/Regional Championship Records, sponsors' advertising and perhaps something about the local history/culture.

17.2 **Information packs**

It is customary for the OC to provide to all participants and officials an information pack which might include a copy of the program, local maps, tourist information including hotels, restaurants, car hire, places of interest etc. and some free sponsor giveaways. The pack should also include a competitor back number and safety pins.

17.3 **Event mementos**

It is customary for the OC to provide an event memento to all participants, workers and officials. The type and form of such mementos is a matter for the OC.

17.4 **ID cards**

Every competitor, official and worker should carry suitable identification badges including a photograph, competitor name and country. The ID badges data and photo should be produced and issued on day 1 of the event and fitted with a suitable lanyard. Sample Below.



17.5 **Competitor list**

All the officials require a list of competitors, their competitor number and country. A list of National Team Managers is also required.

17.6 **Back numbers**

All competitors require a suitable back number in accordance with the rules. Sample below



17.7 **Security**

The OC is responsible for venue and equipment security. The extent to which this is done will depend on the type and location of the venue being used.

17.8 **Medical and first aid facilities**

Both the C of J and the DOS need to have a list of available first aid personnel, the contact details for medical and hospital services. Both these officers would need assistance from the OC in the event of an emergency. Access to telephone facilities is essential.

17.9 **Marketing items**

It is expected by participants that the OC will have available for sale various items of event merchandise such as T-shirts, polo shirts and other items. Organisers are advised that it is prudent to take orders for such items with cash before delivery.

17.10 **Media**

The OC is responsible for managing the media. Please remember that no media person is allowed on a shooting field without the permission of the DOS and/or the Chairman of Judges and that all media must always be escorted. It is not acceptable to annoy competitors when they are shooting. OC may require appointing a media liaison person if the Chair of the OC is unavailable.

Where there is considerable media interest, it may be necessary to have standard form competitor profiles as prepared by National Team Managers.

17.11 **WCSA Council meeting**

It is usual at Target WC that there be a WCSA Council meeting convened. OC are required to make available a suitable facility as agreed with the WCSA Secretary General. These meetings seldom take more than 2 hours.

18. **Computer system and equipment**

WCSA has a self-contained computer program which can be made available free of charge to all OC. This database program runs on a Personal Computer. This system is now well-proven, and it is strongly recommended that it be used by all championship OC.

The computer program can be used to:

- Generate competitor lists
- Generate identification badges
- Generate competitor equipment checklists
- Generate competitor target/group start position lists
- Generate scoresheets
- Generate results
- Generate records
- Generate Matchplay seeding diagrams

This program operates under FILEMAKER PRO® and is available upon request from the Chairman of Judges. (WCSA webmaster Stephen Sommers is the author and custodian of this program).

OC should provide a colour laser printer and a PC.

Alternate - Standard scoresheets and Results sheets are available on the WCSA website for use at all WCSA approved events.

19. **Scoring, results and information**

19.1 **Scoring**

It is no longer practical or desirable to use independent scorers at WC/RC. While it looks good, experience has shown that there are too many problems and it is too much trouble to manage. It also requires too much manpower. Scoring for Target

events is done in groups of four targets by the competitors. Double scoring is mandatory.

Scoresheets should be printed via laser (NOT ink jet) printer, preferably on 140 gsm card.

19.2 **Results**

Results need to be checked and input into the computer program at the end of each Target range or at the end of each Match or the end of each Forest/Bushland/3D competition day. Results need to be posted on a suitable notice board and preferably be given to each NTM, the C of J and DOS.

20. **Jury of Appeal**

A Jury of Appeal is needed at all championships to resolve any protests which cannot be resolved by the Judges' Commission. The role of the jury goes well beyond the rule book and focuses on fair play and natural justice. It is the responsibility of the Organising Committee to appoint a Jury of Appeal. Members could include the President of the host federation, Chairman of the OC, President of WCSA, Secretary General of WCSA, and should also include the Chairman of Judges. The constitution of a Jury will depend on the protest type.

Once medals have been awarded, there can be no further protest.

21. **Doping control**

The OC is responsible for arranging any Doping tests by the local accredited national authorities. The testing authority needs to be advised to test for alcohol as well as other banned substances as this is not usually done.

The OC needs to make suitable facilities available for samples to be taken.

The Judges will escort any shooters selected for doping testing together with their National Team Manager.

22. **Medals and presentations**

WCSA will arrange for the supply of suitable individual and team championship medals. OC must advise the WCSA Secretary General as early as possible to allow enough time to make them and send them to the OC in good time. Allow at least 2 months. It is sensible to allow for some spare medals. All unused medals should be returned to WCSA.

Presentations shall be done on the shooting field immediately after doping control

The OC should provide a suitable podium for first, second and third place winners. It is advisable to arrange for the flags of all competing nations to be arranged behind the podium on short poles.

23. **Banquet**

It is customary for the OC to arrange a celebratory banquet on the evening of the last day of competition. This provides a semi-formal atmosphere where gifts may be exchanged and certificates of appreciation and other honours to be presented. It also provides an opportunity to thank sponsors and government representatives.

It is customary to invite the officials and WCSA officers to the banquet without charge.

Consolidated results and records shot should be available for distribution at least to all National Team Managers and officials in hard copy at the banquet, if possible.

24. Social and cultural activities

The international crossbow community enjoys shooting as much as the fun and fellowship of meeting old friends and making new ones. The OC is encouraged to arrange whatever social and cultural activities as possible. This is another important reason for having as many of the participants staying in the same location.

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ANNEX 1: (WC/RC Proposal)

It is strongly recommended that this Guidelines document and the Shooting rules be read thru thoroughly before any proposal is submitted.

There is no standard proposal form or format required by WCSA EC.

The proposal layout is up to the Federation applying for a license to conduct a WC/RC.

Any proposal submitted for appraisal should include documents as mention previously above.

ANNEX 2 – (Example only)

Letterhead of federation

To: Secretary General, World Crossbow Shooting Association Inc.

The (name of federation) hereby formally bid to host a World/Regional Championship.

Type of championship: Target, 3D, World Championship, European Championship

Tentative dates: 1st preference:

2nd preference:

Target Championship events to be held: Target, Target Matchplay, Forest / Bushland.

3D Championship events to be held: Double 3D round

Other proposed events (if any to be conducted at the tournament):

Proposed venue(s):

Name and details of contact person: name:

e-mail:

The (name of federation) agrees to hold these events strictly in accordance with the current WCSA rules and understands that the events will not be sanctioned unless the WCSA issues a Championship Licence. We also understand that the federation will take out appropriate event insurance and indemnify the WCSA against any action which might be brought by any party concerning the conduct of the event.

We understand that WCSA will provide all necessary Championship medals to the Organising Committee prior to the event.

We understand that the WCSA Technical Officer will be responsible for overseeing all matters of a safety and technical nature prior to the event.

We have prepared a preliminary event budget and believe that we have access to the necessary funding to successfully hold the event. We understand that all costs for the championships are the responsibility of the host federation.

Signed:

Position:

ANNEX 3 – (Example only)**‘XX’ WCSA Open World Target Crossbow Championships, ‘Venue’
Proforma Budget (Incorporating Forest & 3D)**

Category	Income	Expend	Surplus	Notes
Administration	\$	\$	\$	
photocopier hire	0		0	borrow/sponsor?
stationery			0	sponsor
printing (program & results)	0		0	sponsor
postage			0	
event insurances	0		0	
computer hire	0		0	sponsor/borrow
ID labels	0		0	sponsor
Back numbers	0		0	sponsor
Telephone calls	0		0	
Bank fees	0		0	
Total Admin Costs				0
Entries				
Target/Match		0	0	
Forest		0	0	
3D		0	0	
Total entries				0
Civic Reception	0	0	0	local council?
Grounds & Equipment				
TARGET EVENTS				
venue lease fee	0		0	
ground surveying	0		0	sponsor?
line marking	0	0	0	
safety fencing	0	0	0	
site power	0	0	0	
venue signage	0	0	0	
target butts	0		0	including delivery
target stands (30)	0		0	sponsor?
Wind flags	0		0	sponsor
target faces (400)	0		0	sponsor
target pegs	0		0	sponsor
target tie-down ropes	0		0	sponsor
target numbers	0		0	sponsor
staples/target pins	0		0	sponsor
P/A hire	0		0	sponsor
Toilet hire	0		0	depends on venue
Toilet servicing	0		0	depends on venue
Tents (7 cabanas)	0		0	
Flagpoles/or flag drum	0		0	sponsor
winners' podium	0		0	sponsor?
DOS stand	0	0	0	borrow
Spectator seating hire	0	0	0	
Seating installation	0	0	0	
Competitor tables hire	0	0	0	
Competitor seating hire	0	0	0	

Complimentary drinks	0	0	0	water (sponsor)	
Miscellaneous h/ware	0		0	sponsor?	
Rubbish removal	0	0	0	Council in kind?	
Traffic light controller	0	0	0	borrow	
Traffic light hire	0	0	0	borrow/sponsor	
Walkie talkie hire	0		0	sponsor	
Temporary building hire	0	0	0	needed?	sponsor?
Target movers	0		0		
Site security	0	0	0		
FOREST & 3D					
Field targets (24)	0		0		
Faces	0		0	sponsor?	
3D Targets (24)	0		0	sponsor?	
Portable toilets	0		0		
Temporary building hire				sponsor?	
Pegs & signage	0		0	sponsor?	
				0	Total Forest/3D
Total Grounds& Equip Cost				0	All events
Scoring, Results & Awards					
scorer uniforms (10)	0	0	0		
scorer mementos (10)	0	0	0		
computer hire	0	0	0	sponsor?	
scoresheet printing	0		0	sponsor?	
scoresheet boards	0		0	sponsor	
WCSA individual medal	0		0		
WCSA team medals	0		0		
engraving	0		0	sponsor?	
participation medals	0		0	possible sponsored item	
Total Scoring & Awards				0	
Press Facilities				nil budgeted	
Marketing & promotion			0		
Judges					
Judge uniform tabards/tea shirts	0		0	sponsor?	
complimentary refresh	0		0	sponsor?	
measuring equip.	0	0	0		
accommodation	0	0	0	billet as reqd.	
Total Judges costs				0	
Opening Ceremony	0		0	Donation?	
Doping Control					
doping fee/costs	0	0	0		
Catering					
BBQ	0	0	0	break even	
canteen franchise	0	0	0		
Total Catering Costs				0	
WCSA Council Meeting					
venue	0	0	0		
refreshments	0	0	0		
Total Meeting costs				0	
Official Guests Expenses					
o/seas fares	0	0	0	not budgeted	

World Crossbow Shooting Association – WORLD and REGIONAL Championship Guidelines.

accommodation	0	0	0	not budgeted
sustenance	0	0	0	
Total VIP Expenses				0
Int Judges' expenses				
o/seas fares (1)	0		0	not budgeted
o/seas fares (2)	0	0	0	not budgeted
local transportation (3)	0	0	0	
accommodation (3)	0		0	part-funded
sustenance (3)	0		0	
Total IJ Expenses				0
Security	0	0	0	
Souvenirs				
sales/purchases			0	
First Aid				
St John's Ambulance	0		0	donation
Contingency	0		0	
TOTALS	0	0	0	
OFFSET BY:				
Council/Govt Grant				
Major Sponsorship				
GRAND TOTALS	0	0	0	Negative indicates deficit

ANNEX 4 – (Example only)

World Crossbow Shooting Association Venue and Field Checklist for World & Regional Championships

Tournament **Date:**

This checklist is a guide for Organisers, Technical Committee and International Judges to assist with the set-up and formal inspection of WC/RC. Tick box. Completed form to be signed by Chairman of Judges.

- | | | | | | |
|-----|--|---|--------------------------|--------------------------|--------------------------|
| 1. | Field operations: | Field Operations Manager identified | <input type="checkbox"/> | | |
| | | adequate work team available | <input type="checkbox"/> | | |
| 2. | Shooting direction (N/S +/- 20 deg.) | | <input type="checkbox"/> | | |
| 3. | Similar conditions for all competitors? | | <input type="checkbox"/> | | |
| 4. | Safety - | overshoot | <input type="checkbox"/> | | |
| | - | barriers (40m beyond target baseline
(10m in front of shooting line) | <input type="checkbox"/> | | |
| | - | signage, visual distraction | <input type="checkbox"/> | <input type="checkbox"/> | |
| | - | electrical cables, hazards | <input type="checkbox"/> | <input type="checkbox"/> | |
| | - | - | | | |
| 5. | Correct range distances/ Surveyor's certificate? | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. | Field layout "A" or "B (single or double relay?) | | | | |
| 7. | Venue advertising OK? | | <input type="checkbox"/> | | |
| 8. | Lines: | target lines & lanes marked? | <input type="checkbox"/> | | |
| | | shooting line marked? | <input type="checkbox"/> | | |
| | | waiting line marked? | <input type="checkbox"/> | | |
| | | equipment line marked? | <input type="checkbox"/> | | |
| 9. | Butts: | dimensions : (85 to 128 cm round/square) | <input type="checkbox"/> | | |
| | | adequacy to stop bolt? | <input type="checkbox"/> | | |
| | | securing to stand OK | <input type="checkbox"/> | | |
| | | sufficient spares? | <input type="checkbox"/> | | |
| | | test butt & location | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. | Target stands | 10 deg. angle & all the same | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | secured to ground | <input type="checkbox"/> | | |
| 11. | Target faces | brand & uniformity | | <input type="checkbox"/> | |
| | | quantity adequate (includes spares) | <input type="checkbox"/> | | |
| | | dimensions/tolerances OK? | <input type="checkbox"/> | | |
| | | mounting (130 cm +/- 5) | <input type="checkbox"/> | | |
| 12. | Target numbers: | quantity, size (30 cm square) & uniformity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | colour (black/yellow alt.) | <input type="checkbox"/> | | |
| | | mounting (centred above face) | <input type="checkbox"/> | | |
| 13. | Wind flags: | dimensions, colour & uniformity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | mounting (40 cm above butt/number) | <input type="checkbox"/> | | |

14.	Target numbers @ shooting line: size (30 cm square)& uniformity colour (black/yellow alt.) position (2 m in front of shoot line)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Signal flags @ targets and shooting line: size (40 x 25 cm min) & uniformity quantity OK & colour (red)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Visual Time Control System			
a.	Plates:- size (120 x 60 cm) & colours (black/yellow) stripe width (20 - 25 cm) & angle (45 degrees) position, securing & operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Time Control Lights: colours/order (red,amber,green) timing sequence OK? quantity, location & visibility synchronisation OK? operation (auto/manual)? manual over-ride operational? coupled with acoustic signal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Clock Control (optional): digital or analogue? character size (30 cm high) readability from 180 m analogue sector colours OK? sequence & accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Acoustic signals: operation/effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	
18.	A-B Boards (required for layout "B"): quantity (2 sets minimum) size (60 x 60 cm with 40 cm high letters) colours (yellow/black)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Leaderboard: location & readability OK?	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Scoresheets:- quantity & design OK?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Scoreboards: quantity (1 per 4 targets)/weatherproof?	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Flagpoles & flags: Quantity & location	<input type="checkbox"/>		
23.	Podium: step heights (60/30 cm) step width OK (5 people each)	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Public address system: installation & operation	<input type="checkbox"/>	<input type="checkbox"/>	
25.	2-way radios: range (250 m min) & quantity OK? headset/earpieces fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	DOS platform: construction & location	<input type="checkbox"/>	<input type="checkbox"/>	

- | | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 27. | Seating for arbalists & judges - quantity & position | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 28. | Shelter for arbalists & judges quantity/ location/ secured? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 29. | Seating for visitors & spectators: quantity, safety & position ! | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 30. | WCSA EC Room allocated: facilities OK? | <input type="checkbox"/> | | | |
| 31. | Media facilities: OK? | <input type="checkbox"/> | | | |
| | phone/fax/typewriter etc | <input type="checkbox"/> | | | |
| | Liaison Officer nominated | <input type="checkbox"/> | | | |
| | competitor profile sheets | <input type="checkbox"/> | | | |
| 32. | Equipment control room/shelter for judges:
number, location, adequacy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 33. | Team equipment rooms (optional) adequacy, access & security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 34. | Doping control: adequate facilities & equipment | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | qualified male & female personnel | | | Y /N. | |
| | name of control agency | | | | |
| | name of doping control officer | | | | |
| 35. | Rubbish/litter bins: quantity and location | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 36. | Toilet facilities: number, location, access, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 37. | Food & drink: availability/price/range | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | water/ice/complimentary sports drinks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 38. | Practice field (if separate field used):
size, safety, security & control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. | Official practice: butt no., location, operation, control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | timetable OK & published | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 40. | Equipment control: measuring instruments available & certified | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | equipment control stickers available/quantity | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | equipment control sheets available/quantity | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 41. | Director of Shooting: DOS experienced & WCSA-trained | <input type="checkbox"/> | | | |
| | Assistant DOS trained? | <input type="checkbox"/> | | | |
| 42. | Field Judges: number (1 for 10) | <input type="checkbox"/> | | | |
| | familiar with WCSA rules/trained | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | uniformly dressed | <input type="checkbox"/> | | | |
| 43. | Scoring: leaderboard operators trained | <input type="checkbox"/> | | | |
| | computer program(s) tested | <input type="checkbox"/> | | | |
| | result sheet production tested | <input type="checkbox"/> | | | |
| 44. | Scorers: number (1 for 4) /Trained? | <input type="checkbox"/> | | | |
| | under control (Chief Scorer appointed) | <input type="checkbox"/> | | | |

- | | | | |
|--|--|-------------------|--------------------------|
| | | uniformly dressed | <input type="checkbox"/> |
|--|--|-------------------|--------------------------|
- | | | | |
|-----|---------------------------------|--|--------------------------|
| 45. | Official program: EC-sanctioned | | <input type="checkbox"/> |
|-----|---------------------------------|--|--------------------------|
- | | | | |
|-----|---|--|--------------------------|
| 46. | Communication: Team & Official pigeon-holes/trays | | <input type="checkbox"/> |
| | photocopying facilities & personnel | | <input type="checkbox"/> |
- | | | | |
|-----|-----------------------|--------------------------------|--------------------------|
| 47. | First aid & medical:- | First aid personnel available? | <input type="checkbox"/> |
| | | doctor on call - name/phone? | Y./ No?..... |
| | | hospital contact details | |
| | | ambulance contact details | |
- | | | | |
|-----|---------------------|-------------------------------|--------------------------|
| 48. | Competitor numbers: | size (300 x 250 mm min.) | <input type="checkbox"/> |
| | | number size (150 mm high min) | <input type="checkbox"/> |
- | | | | | | | |
|-----|-----------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 49. | Publictelephone | location, access & number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-----|-----------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
- | | | | |
|-----|--------------------------|-------|--|
| 50. | Jury of Appeal nominees: | names | |
| | | | |
| | | | |
| | | | |
- | | | | |
|-----|-----------------------------|-------|--|
| 51. | IJ personnel in attendance: | names | |
| | | | |
| | | | |
| | | | |
| | | | |
- | | | | |
|-----|--------------------------------|-------|--|
| 52. | Director of Shooting: | name | |
| | | | |
| | Asistant Director of Shooting: | name | |
| | | | |
- | | | | |
|-----|---------------------------|-------|--|
| 53. | Field Operations Manager: | name | |
| | | | |

Comments: Identify those aspects which require corrective action and/or those areas of the rules which have been waived for this event.

Inspection completed by:

	(name)
	(signed)
	(date)

ANNEX 5 – (Example only)

*Insert
Logo*

8th World Target Crossbow Championships, Strathalbyn, South Australia, 1 to 8 April 2017

PROVISIONAL ENTRY FORM

The Strathalbyn Target Archers Inc. trading as Great Southern Archers invites you to participate in the 8th World Crossbow Shooting Association Target Crossbow Championships to be held at 85 Forrest Road, Strathalbyn, South Australia from 1 to 8 April 2017, on behalf of Archery Australia Inc.

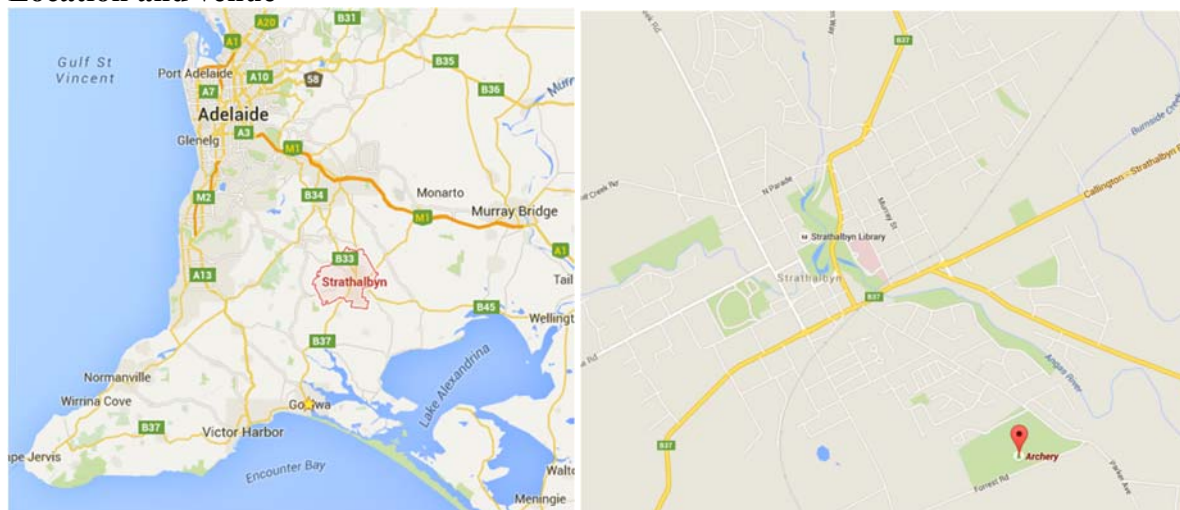
Provisional Program

Saturday 1 April	Arrival, set up, registration Judges course Unofficial practice; 1100 – 1500 range closed at 1500
Sunday 2 April	Official practice 0900 – 1100 20, 35 & 45m 1115 – 1315 30, 45 & 55m 1315 – 1400 lunch 1400 – 1600 40, 55 & 65m Equipment control throughout practice
Monday 3 April	1630 Target draw & briefing 0900 Opening ceremony 0930 Target day 1 TC 900/SC600/MC900 1600 WCSA Council meeting & BBQ
Tuesday 4 April	0930 Target day 2 TC900/SC600/MC900 1630 Medal presentation
Wednesday 5 April	0930 Individual Target Matchplay 1300 Demonstration Team Matchplay 1630 Medal presentation
Thursday 6 April	0930 Bushland Field Round (marked?)
Friday 7 April	0930 Forest Field Round (marked?) 1630 Medal presentation 1900 Banquet
Saturday 8 April	Departure
Shooting fees:	\$ AUD 000.00 per person total for all events \$ AUD 000.00 for Target & Matchplay only, \$ AUD 00.00 for Field only

This will be a low budget event.

PLEASE NOTE THAT BUTTS FOR TARGET CROSSBOWS FOR THE TARGET EVENTS WILL BE COMPRESSED STRAW BOARD (STRAMIT). THIS IS NOT SUITABLE FOR CARBON FIBRE BOLTS. THE BUTTS FOR SPORT CROSSBOWS WILL BE BAG TARGETS – OK FOR CARBON BOLTS. BAG TARGETS WILL BE USED FOR BUSHLAND & FOREST. **Please also note that space for the Target events is limited.**

Location and venue



The historic town of Strathalbyn (population 5500) is located approximately 60 km (37 miles) south east of Adelaide in the state of South Australia. The name Strathalbyn means “the valley of the Scots”. Coordinates are 35.26 degrees S and 138.89 degrees E.

Great Southern Archers occupies 22 acres at 85 Forrest Road, Strathalbyn and has a Target Range, Field Courses and a modest clubhouse. All the events will be conducted on club grounds.

Travel and local transport

The nearest international airport is Adelaide. **Participants are advised to clear Customs at Adelaide Airport rather than other Australian airports due to legal requirements.** Taking crossbows over state borders can present problems. It would be advisable also to hire a car as there is no public transport available. Note: Australians drive on the left-hand side of the road. Please note that Australia has very strict quarantine regulations. You will need to declare all wooden/timber items including tackle boxes and bolts. Feathers can also present problems.

Legal issues

Crossbows are Prohibited Weapons in all Australian states and territories except the Northern Territory. We will need to organise **IMPORT PERMITS** on your behalf. **It is not advisable to take a crossbow across state borders as all states have different licensing arrangements.**

Accommodation

Strathalbyn Visitor information Centre, Railway Station, 20 South Terrace

e-mail: strathalbynvic@alexandrina.sa.gov.au

Website: www.visitalexandrina.com

Trip advisor www.tripadvisor.com.au/Hotels-g499730-Strathalbyn_South_Australia-Hotels.html

Strathalbyn Motel (4 star) 4 North Parade

www.strathmotel.com.au

\$ AUD -- standard to \$ AUD -- family per night

Hotels 6 hotels: typically, \$ AUD -- to -- per night

Victoria Hotel, 16 Albyn Terrace

www.vichotelstrath.com.au/

Caravan Parks

Strathalbyn Caravan Park, Ashbourne Road

strathalbyn caravan park.com.au/

Caravan Park ensuite cabins from \$ AUD --- per night

Camp sites from \$ -- to \$ -- per night

Bed and Breakfast

typically \$ AUD -- per night

Gasworks Bed & Breakfast, 12 South Terrace

www.gasworks-strathalbyn.com.au

Holiday rentals

typically \$AUD -- to \$AUD -- per night (6 people)

Climate

Average April temperature: Minimum 11 degrees C, Maximum 24 degrees C

Average April monthly rainfall: 31 mm

Average rain days for month of April: 3.6

Contact and website

(Club):

www.*****

Contact (Name) for further information:

[Email:*****](mailto:*****)

ANNEX 5 – (Example Only)

FINAL ENTRY FORM AND DECLARATION FORM INFORMATION

Please photocopy extra Entry and Declaration forms as necessary

1. Please complete personal details at the top of the form and put an X in the box to indicate whether you are an Individual Competitor, a Federation Team Member or a Team Official (e.g. Manager/Coach etc.)
Also indicate the type of WCSA Membership or if an IAU or non WCSA member. If only a member of the IAU please name your Federation.
The Competitors and Team Manager/Coach Declaration must be completed, signed and returned with the Final Entry Form.
2. **Groups listed on Entry Form:**
 - OPEN:**
 - 5.3.1 WCSA WOMEN: For female competitors of any age who are World Crossbow Shooting Association Members who cannot or do not want to enter the groups listed in 5.3.4, 5.3.5 and 5.3.6.
 - 5.3.2 WCSA MEN: For male competitors of any age who are World Crossbow Shooting Association Members who cannot or do not want to enter the groups listed in 5.3.4, 5.3.5 or 5.3.6.
 - JUNIORS:**
 - 5.3.3 WCSA JUNIOR GIRL: Girls may compete in championships as a Junior Girl provided that they have NOT attained the age of 18 years on the first competition day.
 - 5.3.4 WCSA JUNIOR BOY: Boys may compete in championships as a Junior Boy provided that they have NOT attained the age of 18 years on the first competition day.
 - SENIORS:**
 - 5.3.5 WCSA SENIOR WOMEN: Females may compete as a Senior Woman provided, they have attained the age of 55 years on or before the first day of the competition.
 - 5.3.6 WCSA SENIOR MEN: Males may compete as a Senior Man provided, they have attained the age of 55 years on or before the first day of the competition.
 - ASSISTED:**
 - 5.3.7 WCSA ASSISTED WOMEN: For female competitors with a physical disability. (There is no segregation of age groups in this Division)
 - 5.3.8 WCSA ASSISTED MEN: For male competitors with a physical disability. (There is no segregation of age groups in this Division)
 - GUEST:**
 - 5.3.9 WCSA GUEST WOMEN: This is for ALL female competitors who are NOT Members of the World Crossbow Shooting Association.
 - 5.3.10 WCSA GUEST MEN: This is for ALL male competitors who are NOT Members of the World Crossbow Shooting Association.
 - MEDIEVAL CROSSBOWS:**
 - 5.3.11 WCSA MEDIEVAL OPEN: This is for both male and female Medieval Competitors (there is two Divisions in Medieval competitions).
3. **Closing Date is (date).** Entries received after this date may NOT be accepted.
Post, Fax or Email Final Entry Forms to:

(Contact, Postal address, Phone, Email etc.)
4. **Payment** from outside (country) is to be made by Traveler's Cheques or direct Bank Transfer to:

Bank Details: (account details for payments.)

Please complete the payment details information at the bottom of the entry form.

Payment from within Australia may be made by a Bank or Credit Union Cheque (no personal cheques).
Any costs incurred in the transfer of money is to be at the expense of the payer.

Credit Card Payment NOT accepted as the Organising Committee does NOT have any facilities or arrangements to accept payment that way.
5. **Your Travel details** are required to allow us to inform the relevant authorities when to expect your arrival with a crossbow. This should help in a smoother passage through customs with your crossbow.
Remember to mark your arrival card indicating that you are bringing a weapon into the country. ALL your incoming baggage is X-rayed on arrival so do not try to hide it. Penalties are very severe.

World Crossbow Shooting Association – WORLD and REGIONAL Championship Guidelines.

6. **Accommodation details** are required so we can contact you should it be necessary. Also, to assist us with organising pick up and set down, for transportation where required.
7. Transportation to and from Accommodation and Venue may be arranged if required.
8. **A Wind-up Function/Banquet** is being organised for the (day) night following the completion of the Target and Match-play. It would be greatly appreciated if you would indicate if you would be attending and how many other persons may be accompanying you (Wife, Partner, Children, Friends). This will give us an idea of how many we may have to cater for.

There will be smaller Social Functions conducted during the week, but they will be notified at Registration.

*Insert
Logo*

4th World Crossbow Shooting Association World Championships FINAL ENTRY FORM

THIS FORM IS TO BE COMPLETED IN ENGLISH One form for each Competitor and Team Official attending the Championships.
(PLEASE PRINT CLEARLY IN INK/BIRO)

Last or Family Name.....First Name.....

Address.....

Phone.....

email.....

Individual Competitor Federation Team Member Team Official

Type of World Crossbow Shooting Association Membership (put an X in the applicable box ☒)

Federation Club Individual Business IAU or non WCSA

Name of Federation, Club or Business (if applicable)

Entry: (put an X in the applicable box ☒) This section for Competitors only

Man Woman

World Crossbow Shooting Association Target Championships, (includes Match-play).

Fee - \$AUD ---

YES NO Medieval Crossbow

Target Crossbow Sporting Crossbow Open Junior Senior Assisted

Guest

World Crossbow Shooting Association Forest/Bushland Round Championships,

Fee - \$AUD ---

YES NO Medieval Crossbow

Target Crossbow Sporting Crossbow Open Junior Senior Assisted

Guest

Total entry fees must be paid with final entry form by (Date) unless prior arrangements are made with the Organising Committee

TRAVEL DETAILS:

Airline.....Flight Number.....Date of arrival.....Date of departure.....

ACCOMMODATION INFORMATION FOR (Venue):

Name of hotel or other type of residence.....

Address.....

Transport to and from accommodation to the venue: (put an X in the applicable box)

The Organising Committee intend having one or two small buses for transport. The cost will be approximately \$AUD15 per person per day.

Please indicate if you intend to use the Organising Committee transport Yes No

Wind-up Function/Banquet: (put an X in the applicable box) Cost \$AUD --- per person

Please indicate if you intend to attend Yes No Number of additional Persons.....

PAYMENT BY: Traveler's Cheque Bank Transfer

Details of Bank Transfer: Date of transfer.....

Bank the transfer is from.....

Signature.....

Payment to be in Australian Dollars from overseas by either Traveler's Cheque or direct Bank Transfer to:

(Account Name), Account No. -----, Bank -----, Country-----.
(within Australia a Bank or Credit Union Cheque is acceptable but not personal cheques)

Final Entry Forms by (date) to:

Contact details (Name, Address, Phone, Email etc.)

*Insert
Logo*

4th World Crossbow Shooting Association World Championships
COMPETITOR'S AND TEAM OFFICIAL'S DECLARATIONS

Declarations must be completed, signed and returned to the Organising Committee with the FINAL ENTRY FORM

COMPETITOR'S DECLARATION

(for Competitors Only)

I (print full name)
declare that:

- a) In entering the 4th World Crossbow Shooting Association Championships I do so in the spirit of good competition and fair play for all.
- b) I have read and understand the WCSA Competition Rules and that I agree to fully abide by those rules and by any rulings made under those rules by the Judges, designated Officials and the Jury of Appeal.
- c) I am aware of and familiar with the World Crossbow Shooting Association Anti-Doping Policy which will be in force for the 4th WCSA World Crossbow Championships.
- d) I agree to submit to any required doping control tests, to accept the results of such tests and to abide by the World Crossbow Shooting Association Anti-Doping Policy.
- e) I fully understand this declaration and its contents.

Competitor's signature: Date:

If the Competitor is under 18 years old or is incapable of signing the declaration the Guardian must sign below.

As Guardian of the above-named person I vouch that the Competitor agrees to and will abide by the above Competitor's Declaration.

Guardian's signature: Date:
(if under 18 years)

TEAM MANAGER'S DECLARATION

(for Team Officials Only)

I
(print full name)

as Team (manager/coach etc.)

for the team

declare that:

1. I am fully conversant with the WCSA Competition Rules and that I agree to abide by those Competition Rules.
2. I am fully conversant with the WCSA Anti-Doping Policy and that I agree to abide by that Anti-Doping Policy.
3. I will do my utmost to ensure that my Team comply with both the Competition Rules and Anti-Doping Policy.

Signature: Date:

ANNEX 6 – (Sport bow Buttress)

Sporting Crossbow Buttresses

The Bags:

The bags themselves are a cheap woven nylon and can be bought in a variety of sizes very cheap. We used two different sizes- large 64cm x 86cm and a smaller one 30cmx30cm. The larger was the actual buttress on which the target was fixed and the smaller was an inner core going inside the outer bag.

The fill material was simply off cuts of wetsuit (divers) material which we got for nothing as it was of no use for anything else.

The Making of the Buttress:

Sheets of cardboard were cut to size to fit snugly inside the bags; both bags- the large and small ones, in order for the bag to maintain its shape. They were for the front, back, sides, bottom and top and they were simply pushed in place, leaving the top piece until after packing.

The small bag was packed quite firmly to the top with wetsuit material then the top piece of cardboard was put in place.

Then enough wetsuit material was put into bag so that when the small bag was put in it would sit in the middle. From here it is a case of filling up the rest of the bag (being sure to surround the little inner bag so that it is central- Picture 3 the red top of the inner bag can just be seen) careful to maintain the shape- don't overfill as it will cause bulging. Packing the large bag firmly is important otherwise gravity will simply make it all sink to the lower part and there won't be enough material in the higher part of the buttress to stop any bolts.

Picture 4. Once full insert the top piece of cardboard and close the zip. We chose to put a piece of tape over the nylon zip to stop it from splitting open with the force of the bolts hitting and the arbalests pulling out their bolts. The last step is to tie a thin rope to the handles, which is long enough to go over the top of the frame and tie down behind the frame.

The Frames:

These can be made how you wish. The green one in the pictures was made of wood with a hard-plastic mesh behind (we use this at our club), or you can possibly adapt the frames you may have. Picture 13 and 14 show those we used at the Worlds 2011- they are a metal A-Frame. These had a sheet of strammit behind purely to give the bag something to lean against otherwise the bag would have fallen through the frame. The main points are that you have a ledge of some sort for the bag to sit on so as to take the weight of the bag (it is rather heavy when completed) and the ability to tie the attached thin rope on the bag to something at the back- we chose to tie it centrally to the rail that joined the legs. Picture 12

The Target Face Pins:

These were simply cooking skewers as they need to be long - about 30cm.

Sporting Crossbow Buttresses continued

General Information:

At the Worlds 2011 we had six sporting crossbow competitors including one that shot the Scorpyd Crossbow and the buttresses stopped all the bolts. There were no bounce outs and no pass throughs. One Australian competitor did have very short bolts for a sport crossbow and that caused a problem as a couple of his bolts went in as far as the fletches. This was corrected by changing his buttress to one with a very tightly packed inner core. Throughout the entire Worlds - Target and match play we only changed one sporting bow buttress as mentioned above. All in all, we were more than satisfied with the results that were achieved regarding design, stopping ability and wearing of these buttresses after the many and varied types of materials we had experimented with in the lead up to the event. Unfortunately, manufacturers make these bows with much faster speeds but really don't help much with a suitable buttress for target shooting to stop them, so as the saying goes "Necessity is the mother of invention".

ANNEX 7 – Timing / Check List.



Guidelines - Timing Check list for World and Regional Championships.

This document must be read in conjunction with Guidelines for World and Regional Championships. “Timing” is the preferred time in months, weeks or days prior to the start of the championship.

TIMING	TASK	COMMENTS
<p>27 Months</p> <p>24 Months</p> <p>18 Months</p>	<p>Prepare and submit Offer to organise a World Championship Refer clause 2.2 of the Guidelines for required documents to accompany any official Offer. (Refer ANNEX 1 & 3 – Guidelines)</p> <p>Attend (if possible) a WC to gain experience and information.</p> <p>Alternate Offer. Prepare and submit Offer to organise a Regional Championship. Refer clause 2.2 of the Guidelines for required documents to accompany any official Offer. (Refer ANNEX 1 & 3 – Guidelines)</p>	
<p>18 Months</p>	<p>Confirm event insurance Confirm indemnity insurance Confirm receipt of Licence to Conduct a WC / RC (Refer ANNEX 2 – Guidelines) Start planning all areas of the event Progress report to WCSA.</p>	
<p>12 Months</p>	<p>Progress planning for: –</p> <ul style="list-style-type: none"> - Event Invitations and Information booklet - Judges measuring equipment - Target buttresses (refer ANNEX – 6 - Guidelines) - Target faces – Target and Forest / Bushland - Flags and poles – Countries, WCSA, local region and local club - Buttress and shooting line judge call flags - Information pack contents (refer Section 17.2 – Guidelines) - Advertising/ marketing - Computer/printer/software program/heat sealer 	

	<ul style="list-style-type: none"> - Judges course - Opening/closing ceremonies - Banquet Venue - Council meeting - Progress report to WCSA. - Other areas as mentioned in the Guidelines 	
9 Months	<p>Appoint English speaking contact (refer Section 3 – Guidelines)</p> <p>Prepare Provisional and Final Invitations and submit to WCSA for approval (Refer ANNEX 5 – Guidelines)</p> <p>Distribute Invitations following approval.</p> <p>Distribute invitations to VIPs – WCSA, IAU, SPONSORS, GOVERNMENT OFFICIALS etc.</p> <p>Technical officer to be appointed by WCSA for event</p> <p>Progress report to WCSA.</p>	
6 Months	<p>Finalise planning</p> <p>Review returned Provisional Invitations.</p> <p>Build and test buttresses for stopping and wear performance.</p> <p>Build stands for buttresses</p> <p>Progress report to WCSA.</p>	
3 Months	<p>Review returned Final Invitations</p> <p>Review VIP confirmations</p> <p>Send out entry confirmations and receipts</p> <p>Confirm security</p> <p>Confirm medical/first aid</p> <p>Practice running / learn to use the database software program (refer Section 18 – Guidelines)</p> <p>Confirm medal count required and place order on WCSA</p> <p>Progress report to WCSA.</p>	
1 Month	<p>Confirm Banquet booking and numbers</p> <p>Collect items for information packs</p> <ul style="list-style-type: none"> - Maps - Hotels list - Train information - Hire care information - Tourist information - Pen and note pad - Sponsor items <p>- Any other items that may assist attendees</p>	

	<p>Purchase printer paper, toner for printer, heat seal pockets, electrical extension leads and power boards.</p> <p>Check timing system for target event.</p> <p>Check target face numbers for target, Forest and bushland rounds.</p>	
1 Week	<p>Print programs for information packs</p> <p>Print lists of participants for Judges and DOS</p> <p>Print score sheets for events Target, Match play, Forest/Bushland and 3D if applicable.</p> <p>Assemble Information packs</p> <p>Measure and Mark out shooting ranges ready for checking by judges.</p> <p>Finalise Opening and Closing ceremony arrangements</p>	
Day 1 Competition	<p>Appoint someone to Welcome all attendees as they arrive to answer questions and give directions.</p> <p>Register attendees and Issue ID cards (refer Section 17.4 – Guidelines)</p> <p>Ensure officials have all their credentials and requirements met.</p> <ul style="list-style-type: none"> - Judges equipment - List of competitors - Target allocation list - Issue information packs - Equipment inspection - Unofficial practice - Meeting areas for OC, Judges etc. 	
Day 2 Competition	<p>Opening ceremony</p> <p>Official practice</p> <p>Finalise registrations and ID's</p>	
Day 3 Competition	<p>Day 1 of Target competition</p> <p>Publish day 1 scores</p> <p>Host Council meeting</p>	
Day 4 Competition	<p>Day 2 of Target competition</p> <p>Publish final scores</p> <p>Medal presentation</p>	
Day 6 Competition	<p>Day 1 of Forest / Bushland</p> <p>Publish day 1 scores</p>	
Day 7 Competition	<p>Day 2 of Forest / Bushland</p> <p>Publish final scores</p>	

	<p>Medal presentation Closing ceremony Prepare and print Results booklet for hand out at Banquet Attend Banquet</p>	
Day 8	Attendees leaving for home.	
Up to 1 month Following Competition	<p>Prepare results and score sheets and send to WCSA Recorder for processing of awards etc. Prepare Reports and send to WCSA – EC.</p>	