



**British Columbia Archery Association
Tournament Hosting Manual**

2016 Edition

INTRODUCTION

This Tournament Hosting Manual has been developed to assist Clubs to understand what is expected by hosting a Provincial Championship event. It is designed to help clarify bid deadlines, event formats, and to help with planning and organizing. Many aspects of this Manual have been adapted from the Archery Canada (AC) Major Domestic Events Host Manual, as we recognize that a Championships is an important event, but should still encompass all the elements of fun and enjoyment that is associated with archery.

EVENTS

The British Columbia Archery Association (BCAA) promotes five Championship events annually:

- BC 3D Championships (outdoor) – June (not to conflict with JOP Outdoors)
- BC Indoor Target Championships – Easter weekend (Sat/Sun)
- BC Outdoor Target Championships – Labour Day weekend (Sat/Sun)
- JOP Indoor Championships – weekend after Easter
- JOP Outdoor Championships – last weekend of June (not to conflict with BC 3D Championships)

BIDDING FOR AN EVENT & BID DEADLINES

Only BCAA member clubs in good standing may bid to host a Championship event.

Bids should be made by completing the BCAA Tournament Bid Form, attached as Appendix 'A'. The form should be completed and **emailed to the Executive Director** AND the additional person listed, by the deadlines indicated below:

- BC 3D Championships (outdoor): by August 25th, please cc the BCAA VP-3D & Bowhunting
- BC Indoor Target Championships: by August 25th
- BC Outdoor Target Championships: by August 25th
- JOP Indoor Championships: by December 15th, please cc the JOP Coordinator
- JOP Outdoor Championships: by December 15th, please cc the JOP Coordinator

Bids will only be considered if the form is completed in full and signed by an authorized member of your club. All other submission formats will be discarded.

TOURNAMENT AGREEMENT

Upon award of the event, the Host Club and the BCAA will sign a Tournament Agreement. A copy of the agreement can be found in Appendix 'B'. This agreement should be executed within 30 days of being notified of the awarding of the event.

TOURNAMENT FORMAT

Each of the Championships follows a specific format. Particulars are as follows:

- BC 3D Championships (outdoor)
 - Event takes place on a Saturday and Sunday
 - 2 x 40 animal rounds, 1 round per day. Animals must have the 11-ring for scoring.
 - There is no Grand Prix at the Provincial Championships
 - Rules are to follow Archery Canada (AC) Rulebook #4 and #2
 - Medal placings are determined by the two-day total score.
- BC Indoor Target Championships
 - Event takes place on the Saturday and Sunday of Easter weekend
 - 2 registered AC/WA 18m-rounds, one round shot each day
 - Inner-10 scoring for compounds (all ages, all divisions) has been adopted in order to follow the norm set out by the AC rulebook. Scoring is 10-9-8 (no Xs to appear on scorecards)
 - Rules are to follow AC Books #2 & #3
 - Medal placings are determined by the two-day total score
- BC Outdoor Target Championships
 - Event takes place on the Saturday and Sunday of Labour Day weekend
 - Saturday consists of a Canadian 1200-round
 - Sunday consists of either a single AC/WA 720-round, or a 24-target Field-round. The choice is left up to the host club to determine which event is possible at their facility.
 - Rules are to follow AC Books #2 & #3 (& #4)
 - Medal placings are determined by the two-day total score
- JOP Indoor Championships
 - 2 x Canadian 300-rounds shot back-to-back on one day
 - Medal placings are determined by the total score out of 600.
- JOP Outdoor Championships
 - JOP 900-round (similar to a Canadian 900-round but with modified distances and classes. See the JOP Manual on the BCAA website for more details)
 - Medal placings are determined by the total score out of 900.

Where possible, the event should be registered with Archery Canada (and/or World Archery). BCAA will reimburse the Club for the amount of the registration fee.

The Annual General Meeting of the BC Archery Association is also held at the BC Outdoor Championships. The BCAA asks that the host club locate suitable facilities for the AGM which should be at or near the shooting venue. The facility should have a few tables and enough chairs to accommodate at least 50 people. The BCAA shall bear the cost of any fees associated with this facility. Prior to securing the facility, the Host Club should confer with the Executive Director to ensure and approve suitability of the facility and any associated costs.

ORGANIZATION AND PLANNING

In hosting an event of any size, many items need to be considered and prepared. A committee should be formed to ensure that the following items are addressed as a bare minimum. Your club board quite often makes up the members of the Hosting Committee. The following is not an all-inclusive list, and some people may be able to take responsibility for more than one area.

Schedule

The BC Championships are held over two days (not including the JOP, which are one-day tournaments). The following is a suggested guideline for the event:

- Friday:** Practice & Check-in day
Preferably during evening hours to allow for out-of-town competitors to arrive
Practice: allow for a minimum of 4 hours either on the field-of-play or on a designated practice range
Check-in and Equipment Inspection: this should occur before the participant enters the Practice area
- Saturday:** Day One of the competition
Late Check-in & Equipment Inspection
Target assignments are posted and scorecards are distributed
Opening Ceremonies (if any), including singing/playing the National Anthem
Start the event: make any necessary announcements prior to the start of shooting (safety, scoring, rules, etc)
Collect scorecards and compile & post Day One results
- Sunday:** Day Two of the competition
Target assignments are posted (if flighted or reassigned) and scorecards are distributed
Start the event: make any necessary announcements prior to the start of shooting (safety, scoring, rules, etc)
Collect scorecards and compile & post Day Two results
Medal Presentations
Closing Ceremonies (if any), including a few words from the BCAA Rep to say thank you to everyone involved and declare the event officially closed

A detailed schedule should be provided to the competitors as early as possible so that they can arrange their travel accordingly.

The 3D event shall incorporate a shot-gun start on each day in order to accommodate a shooter's meeting before the first scoring arrow is shot. This will ensure that all shooters have received the same instructions. All groups are to be "busted"—no group shall be made up of shooters from only one club.

The Indoor event may require multiple shooting start-times (due to size limitations of the facility). The organizers should consider not only the number of shooters that can be accommodated but also the expectations you have of the volunteers (Officials, concession staff, scorekeepers/results). Too many shooting lines make for a very long day and very tired volunteers. If possible, try to arrange a larger facility with only one or two start times instead of a smaller facility with three or more start times. Although discouraged, registrations may need to be capped in order to ensure that the event is run in a safe and professional manner.

Registration Process

Registration is made up of two parts: the actual registration of the archer, and then the check-in at the event.

Pre-registration is highly recommended. The popularity of archery is growing, and it is important to recognize that the host club may not be able to organize and manage a large number of walk-on competitors showing up 10 minutes before start time. Experience has shown that archers are poor planners; therefore late registrations should be discouraged, and, if possible, not allowed. The decision to allow walk-ons is up to the Host Club as it is often hard for smaller clubs to turn away the additional revenue. The BCAA does not have a strict policy either way, but the Club should be aware of the options and plan how to address this issue as the event nears. At the very least, registrations should be cut-off 2 hours before the start of the tournament (either start of official practice or the shot-gun start).

Registration forms and information should be made available well in advance of the tournament. Consider a cut-off date, pricing, payment methods, submission information, and contact info if there are any questions. The BCAA may be able to provide a registration template to the Host Club. A competitor's BCAA member number must be submitted at the time of registration (and can be validated prior to commencement of the tournament to determine eligibility).

****Anyone competing in a BCAA Championship event, who resides in the Province of British Columbia, must be a member of the BC Archery Association. Archers who live outside the province/country may compete in a Guest category provided they have proof of membership with Archery Canada or another World Archery affiliated organization**** Variances to this requirement may be considered only upon further discussion and agreement between the Host Club and the BCAA Board: see Appendix 'E' for more information.

Check-in occurs concurrent with practice times. Each competitor should check-in at their first appearance at the venue. The Host Club should, at that time, provide further information with regard to shooting times (if they have changed), any banquets / social activities, rules, location for equipment inspection, etc. A copy of the schedule and emergency information should be provided.

The Host Club will collect all registration fees and submit them to the VP-Finance, along with the Tournament Revenue Report (Appendix 'C') and a list of registered archers. The BCAA will retain the 'per participant' fees as outlined on the Report and the remaining balance will be paid to the Host Club.

Scorecards

Many events have been held by the BCAA and AC and scorecard templates are readily available. There should be no need to create new ones unless you wish to have a special format. Templates can be found on either the Archery Canada website (under Administration/Forms), or the BCAA may be able to provide a template to you. Ensure that enough cards have been printed to allow for double-scoring.

Target Assignments

It is important for all competitors to be registered before the deadline. If walk-ons are allowed, registration should only be allowed up to two (2) hours prior to the start of the event. This will allow organizers enough time to place them in groups and assign a specific starting target. Groups should be “busted”. No shooting group should be made up of members of the same club. At least one person should belong to another club, and that person should also be one of the two scorekeepers. This will also provide an opportunity to meet fellow archers from across the province.

Marketing and Promotion

BCAA will advertise the event on its website, Facebook page and in the Newsletter. The information and registration forms, or a link to a specific website, can be posted to the BCAA website. The Host Club should contact the local media (newspapers, radio, etc) and encourage their attendance at the event along with a photographer.

The BCAA logo **must** appear on all advertising, print materials and scorecards. The logo can be provided to you.

Facility and Equipment Requirements

It is important to determine facility and equipment requirements during the early stages of planning the event. The size of the facility will determine how many participants can be accommodated and whether any further safety measures must be taken.

The Host Club may determine that the facility is adequate but they do not have enough equipment. In this case it is important to acquire the necessary equipment, contact nearby clubs to arrange to borrow or rent their gear, or to rent some equipment from the BC Archery Association. The BCAA has access to target butts (Whitetails), stands, nets, flags, butt numbers, timing equipment, and more. If you will need to rent equipment from the BCAA, this should be indicated on the Bid Document (Appendix ‘A’), and the rental items and fee can be discussed.

Venue requirements can be found in the Archery Canada rulebook #2 and the Range Safety Policy posted on the BCAA website. Field of Play set-up for Target, Field and 3D is outlined in AC Rules 7, 8 and 9, respectively.

DOS, Judges, Jury of Appeal and Equipment Inspections

The Host Club must provide at least one Provincial Judge / Judge Candidate (per shooting time, ie BC Indoors). The BCAA Judge Chair and Host Club can then work together to find a sufficient number of judges for the event. The DOS should be an experienced judge whose main duty is to control the shooting. This person is normally appointed by the Host Club, with approval from the Judge Chair. The DOS may have an assistant to run the timing equipment. The DOS is also in charge of appeal forms in case any protests arise. The Host Club should consider forming a Jury of Appeals (3 persons who are knowledgeable of the sport, have the ability to look up rules and make unbiased judgements and who are not competitors in the event). In the event of a protest and no Jury of Appeals has been organized, the DOS and/or Judge Chair will select 3 persons, who are not directly involved in the complaint, to form a Jury and process the appeal.

The Host Club should have a current copy of the Archery Canada rulebook available on site.

The Judging team will also perform the equipment inspections before the tournament begins. Equipment inspection is mandatory, and an athlete's equipment may be re-inspected at any time during the tournament at the discretion of the Judge.

Water, Food & Concessions

Water should be made available to athletes at all Outdoor Championships. At a Field or 3D event, water stations should be set up along the course.

Where possible, food services should be available during the event. This can take many forms: concession stands with pre-packaged "quick" foods, BBQs (burgers, hot dogs), Food Trucks, catering, etc. This is an opportunity for clubs to make a little extra money. Volunteers can work the food stand and raise funds for JOP, special teams, specific equipment purchases, etc.

Washrooms

Provision for public washrooms, including sufficient number of port-a-potties, for competitor use during an event is essential. They should be well marked and monitored for cleanliness. Consideration should be given to location and accessibility.

First Aid

When possible, the Host Club should designate a First Aid person for the event, and post the contact information and provide it in the information package distributed at check-in. The designated person should have at least basic first aid training, have a working cell phone and know the location of the nearest hospitals and clinics.

Results Processing

The Host Club should designate a sufficient number of people (two to four) to compile the results of the event. These persons will collect the scorecards from the competitors at the end of each day of shooting

and process the results. Data entry experience is highly recommended as often there is very little time to process the results before the medal presentations.

The interim results should be processed and posted after the first day of competition. Results should be organized by Gender, Age and Equipment categories, from highest to lowest score within each category. A result template may be available from the BCAA.

After the second day of competition, results should be compiled as quickly (and accurately) as possible in anticipation of the medal presentation.

A copy of the results should be posted at the venue in an area for all competitors to view. Another copy should be given to the medal presenters.

After the tournament, the results should be emailed to the webmaster to be posted on the BCAA website.

Medal Presentations

The presentation of medals is an important part of the Championships. Typical protocol would have dignitaries presenting medals (Members of local Parliament, Title Sponsor representatives, President or other Board Member from the BCAA, President or Chair of the Host Club).

The use of varying level podiums for the medallists to stand on while receiving their medals is suggested. It is also suggested to arrange for Canada and BC Flags to be set up behind the podium. This can be as simple as laying a couple of target butts on the ground at different levels for the medallists to stand on, and flags can be pinned to a wall if there are no poles behind the podium from which to hang them. Failing this, set up the presentations in front of some target butts with fresh targets, so that any pictures have a nice, archery-related background.

Gold, Silver and Bronze medals are awarded in every category for BCAA members. Any Guest categories will be awarded Gold medals only. Non-members are ineligible for medals from any category (see Appendix 'E').

In order to ensure that an adequate number of medals is on hand at the event, please complete the Medal Requisition form (Appendix 'D') and submit it to the Tournament & Awards Chair no later than two (2) weeks prior to the event. The Chair will send the requested medals and ribbons, plus a few extras, in time for the tournament. Any leftover medals should be returned to the Chair. If you are short medals, please write down the name and mailing address of the winner so that we may forward their medal to them.

Please note that medal presentations do not occur at the JOP Championships as they are hosted at several locations and results need to be compiled. Once all results have been tabulated the JOP Coordinator will send any medals to the home club of the winners.



British Columbia Archery Association



TOURNAMENT BID FORM (Appendix 'A')

| | | |
|--|---|----------------------|
| Event (circle one) | BC Indoors / BC Outdoors / 3D Provincials | |
| Proposed Event Dates | | |
| Club Information | | |
| Club Name | | |
| Address | | |
| City & Postal Code | | |
| Club Contact Person | | |
| Name | | |
| e-mail | | |
| Telephone | | |
| Venue | | |
| Name | | |
| Address | | |
| Size (length & width) | | |
| Have you secured the venue for the event? | Yes | No |
| How many competitors can the venue accommodate? | | |
| BC Indoors: how many shooting times will be required? (ie 2: 9 am & 1pm) | | |
| Space for spectators? | Yes | No |
| List names of hotels / campgrounds close to venue | | |
| Equipment | | |
| Can the club supply all necessary equipment for the event? | Yes | No |
| Will the club be able to provide a timing device (lights or flags)? | Yes | No |
| Will the club need to rent butts from BCAA (rental fee applies)? | Yes | No |
| Club Officials | | |
| | # supplied by club | # required for event |
| Provincial Judges | | |
| Judge Candidates | | |
| Banquet | | |
| Will the club host/organize a banquet/dinner? | Yes | No |

The undersigned confirms the above information to be accurate, has authority to bind the Club to carry out this event, and has read and understands the requirements for hosting a Provincial Championship as set out in the Hosting Manual.

Signed

Name

Position



British Columbia Archery Association



TOURNAMENT AGREEMENT (Appendix 'B')

The following is an agreement between the British Columbia Archery Association (BCAA) and _____ (the Host Club) with regard to the _____ Championships to be held on _____ (date).

The BCAA and Host Club agree to the following:

Communication

1. The Host Club contact person, identified below, will communicate regularly with the Executive Director to ensure all aspects of the event are adequately fulfilled, including, but not limited to:
 - a. Venue and equipment requirements
 - b. Registration process, fees and deadlines
 - c. Marketing & Promotion
 - d. Number and sources of required officials
 - e. Results reporting requirements including scorecards and results/scorekeepers

Organizational Responsibilities

2. The Host Club is responsible for providing/obtaining the following items and services:
 - a. Sufficient volunteers
 - b. Event advertising information sent to the BCAA
 - c. Local event advertising, publicity and media
 - d. Travel and accommodation information for out of town participants (to be included with event advertising)
 - e. Adequate shooting venue – must be maintained and suitable for archers and officials to navigate without risk of preventable injury (in reference to Outdoor courses / trails)
 - f. Butts and stands (in new or useable condition, 3D animals must have the 11-ring), and sufficient new targets for the number of participants, allowing for target changes
 - g. Range layout and set-up, in line with National and Provincial safety standards
 - h. Collection of registration information and fees
 - i. Scorecards (approval required by BCAA before the event) and method for scorekeeping (computer & printer), along with target assignments
 - j. List of registered archers and final results submitted to BCAA in a mutually agreeable format
 - k. Officials (at least one Provincial Judge / Judge Candidate per shooting time (where applicable, ie. BC Indoors), and two results/scorekeepers)
 - l. Opening and Closing ceremonies and any social events (optional)
 - m. Food services, if possible, and water (mandatory) provided for Outdoor events
 - n. Provide lunch to Officials at no cost (DOS and all Judges)
 - o. Adequate, clean washroom facilities
 - p. Podium for medal presentations, or other suitable arrangement
 - q. Following the current rules, as published on the Archery Canada and BCAA websites

3. The BCAA is responsible for providing the following items and services:
 - a. Event advertising on the BCAA website, Facebook page and in the Newsletter
 - b. Assisting to locate a sufficient number of Officials (including DOS and judges) as needed
 - c. Timing devices (if required)
 - d. Range Inspection (from BCAA Judge Chair or suitable representative)
 - e. Medals for all categories (including Gold medals for any Guest categories)
 - f. BCAA representative to assist with Medal Presentations
 - g. Results published on the BCAA website

Financial Responsibilities:

4. The Host Club is solely responsible for all costs and expenses in regard to the planning and execution of the event, except for those costs and expenses directly related to the BCAA's organizational responsibilities identified in point 3 above.
5. BCAA is responsible for the cost of any tournament registration fees with Archery Canada
6. The Host Club is solely responsible for, and benefits solely from, any fundraising conducted by the Host Club in relation to the event.
7. The BCAA is solely responsible for, and benefits solely from, any fundraising conducted by the BCAA in relation to the event.
8. Within ten (10) days of the conclusion of the event, the Host Club will deliver to the BCAA VP-Finance:
 - a. A cheque for the total (gross) amount of the Registration Fees collected,
 - b. A completed Tournament Revenue Report (Appendix 'C')
 - c. A list of the registered participants, and
 - d. The tournament results (to the webmaster).
9. Within ten (10) days of receiving these items (as listed in point 8) from the Host Club, the BCAA VP-Finance will issue to the Host Club a cheque in the amount of the Registration Fees collected less the BCAA levy ('per participant' fee).
10. The BCAA will not cash the cheque from the Host Club (listed in 8.a.) until the Host Club has cashed the cheque from the BCAA (item 9).
11. The BCAA levy is \$7.00 per registered participant for BCAA Championships and \$5.00 per registered participant for JOP Championships.

Primary Contacts for the Event:

| | Host Club Contact Person | BCAA Executive Director |
|-----------------|--------------------------|---------------------------------------|
| Name: | | Sonia Schina |
| Phone #: | | 778-241-2724 |
| Email: | | execdirector@archeryassociation.bc.ca |

We, the undersigned, agree to abide by the above terms, and will comply with the expectations as laid out in the Hosting Manual.

For the Host Club:

For the BCAA:

Signature: _____
 Name: _____
 Title: _____
 Date: _____



British Columbia Archery Association



Tournament Revenue Reporting Form (Appendix 'C')

Tournament Name: _____ Date: _____

Venue(s): _____

Host Club(s): _____

Tournament Host Contact Information

Name _____

Phone _____ Fax _____

E-mail _____

Complete the following information:

| | Your event | example |
|---|------------|----------------------------|
| Total registered participants | A. | A. 72 |
| Total registration revenue | B | B. \$2520.00 |
| BCAA participant fee @ \$7 per person (\$5.00 for JOP tournaments) | C. | C. \$7.00 |
| Participant fee payable to BCAA (A x C) | D. | D. (72 x \$7.00)= \$504.00 |
| Host Club returned revenue (Mailed back from BCAA) (B - D) | E. | E. \$2016.00 |

Please make returned tournament revenue (item E above) cheque payable to: (usually your club name)

Mail to the following address:

Send this form along with a cheque in the amount of the Total Registration Revenue (item B above) payable to BC Archery Association to:

Raeleen Campsall, 1513 Gannet Rd, Williams Lake, BC V2G 5A8

Questions about *this* form?

Contact Raeleen Campsall: Tel: (250) 392-9695 or E-mail: vp-finance@archeryassociation.bc.ca



British Columbia Archery Association



MEDAL REQUEST FORM (Appendix 'D')

Please submit this form at least two weeks prior to the event to allow time for delivery

Email to: Executive Director (execdirector@archeryassociation.bc.ca) Date: _____

From: _____

Host Club: _____

Event: BC Indoors / BC Outdoors / BC 3Ds _____

Event Dates: _____

I would like to request the following medals for the event. This is an approximate number based on current and expected registrations, and the categories in which they are registered.

Gold: _____ Silver: _____ Bronze: _____

Please send the medals to:

Name: _____

Address: _____

City & Postal Code: _____

To be completed by the Executive Director:

Date processed: _____

Number of medals sent (incl extra): Gold _____ Silver _____ Bronze _____

Mailed to above address? Yes / No Entrusted delivery to club by: name of person delivering medals

NON-MEMBER PARTICIPATION

Appendix 'E'

PLEASE NOTE: This variance will only apply to the 3D Championships and only after discussion and agreement between the Host Club and the BCAA Board. Target (and Field) Championships are not eligible for this variance.

With regard to a Championship event in the Province of British Columbia:

Anyone competing in a BCAA Championship event, who resides in the Province of British Columbia, must be a member of the BC Archery Association. Archers who live outside the province/country may compete in a Guest category provided they have proof of membership with Archery Canada or another World Archery affiliated organization.

Therefore, for the purpose of this variance, the BCAA defines a “non-member participant” to be an archer living in the Province of British Columbia who does not have a membership with the BCAA, with Archery Canada (possibly through another Province), or with a World Archery affiliated organization.

The Board recognizes that there are several factors which make a 3D Championships different, from a Club’s perspective, than a Target Championships. Those things include, but are not limited to:

- Property / venue requirements
- Asset requirements: cost of 3D animals
- Club demographics – archer discipline and volunteer base

In many areas of the Province, 3D Archery is the primary discipline. Many clubs are affiliated with Gun clubs and club members are covered through the gun-club or private insurance (rather than the BCAA), and therefore the individuals have chosen not to be members of the BCAA.

In order for the Board to agree to a variance and allow non-BCAA-member participation at a BC 3D Championships, the Host Club must agree to the following:

- Non-member participants must be counted as guests under the BCAA Guest and Short Term Insurance Policy. This policy can be found on the BCAA website on the Administration page. All procedures listed in the Guest and Short Term Insurance policy must be followed, and the non-member participants at the Championships must be reported as guests under the Policy when reporting each October.
- Non-member participants are not eligible for medals, nor do they qualify for the Guest medals (which are awarded to out-of-province / out-of-country participants who are members of a World Archery affiliated organization). See the section titled “Medal Presentations”.

- Priority must be given to BCAA members and Guests. As this is a BCAA Championships, it is important to ensure that space is allocated to potential medallists first, in the spirit of competition. Consideration should be given to having 2 separate deadlines for registration. For example, the first deadline can be for any BCAA members & Guests who wish to compete for medals. Up to that date, these persons should have first opportunity to compete. After that date, the registration may be opened up to non-member participants to fill any remaining shooting spots. BCAA members registering after the first deadline do not get priority in the event of space limitations, groupings, flight times, etc. Non-members registering before the first deadline date must be placed on a wait list. If after the first deadline has passed space is still available (capacity has not been reached), the non-member participation may be confirmed.

This can be achieved by listing deadlines and an explanation on the registration form using the example that follows:

If the event occurs on June 14/15 (Sat/Sun):

Registration deadline for BCAA Members & Guests: June 5

Overall registration deadline: June 12

*Disclaimer: Registration priority is given to BCAA members and AC/WA affiliated participants. All others will be wait-listed. Non-member participants will be allowed to compete only if space permits. Wait-listed participants will be notified after the first deadline has passed.

ALL registrations must be received prior to the Overall Registration Deadline.

To summarize, BCAA members and Guests should be given priority registration up to one week before the overall registration deadline, whether the overall deadline be a fixed date, or two hours prior to the shot-gun start if walk-ons are being allowed. After that, registrations may occur on a first come first served basis (again, keeping in mind that groups must be busted).

- The BCAA 'per participant' levy must be paid on all registrants for the tournament, including BCAA members, Guests and non-member participants. See Appendix 'C'.

If a Club wishes to have non-member participants at the BC 3D Championships, they must notify the Board as soon as possible so that discussions may commence. Ideally, this would happen at the time the Club submits the bid. If a Club is concerned that their bid may be declined for the reason of wanting non-member participants, the Club may wait until they are notified of the award of the event, and should then make the matter known to the Board, prior to signing the Tournament Agreement. The award of the event will only be revoked if the Host Club declines to abide by the terms in this Appendix.