

# How to register our Tournaments

1] Clubs lodge a **Tournament Registration Form** with the Tournament Registrar with the following details;

- a) Name, dates, and venue of the tournament
- b) Rounds to be shot
- c) Major or World Archery (WA) registered tournament
- d) Payment of \$50 if WA registered
- e) Register Major or WA tournaments 3 months, domestic 2 months before tournament date
- f) Name and contact details of the tournament organiser
- g) Committee members
- h) DOS and up to 3 judges.

2] Once the request is approved, and the information provided has been checked for correct distances/age groups/ status etc - the Club sends the Webmaster the official Entry Form with all required details (in Word or PDF format).

3] The Tournament is then added to the Calendar.

4] Once the Tournament is added to the Calendar, the hosting club may then send it to other clubs and place it on their own website.

## ***Once the tournament is completed:***

4] The Tournament Registrar is sent the **Tournament Registration Completion Form** and a set of results by the Club.

5] Send the Webmaster the final results (PDF / XLS format) to post on the website.

6] A copy of the results should also be sent to;

- a) Convenor of the Selection Panel [vicepresident@archerynz.co.nz](mailto:vicepresident@archerynz.co.nz)
- b) Ranking List Administrator [ranking@archerynz.co.nz](mailto:ranking@archerynz.co.nz)
- c) Registrar [registrar@archerynz.co.nz](mailto:registrar@archerynz.co.nz)

7] Payment for the Judges' levies – if paying by direct credit, send advice of the payment to the Treasurer [treasurer@archerynz.co.nz](mailto:treasurer@archerynz.co.nz)