

# So you want to be a Tournament Organiser?

Steve Allam, 2025

# Your field range

- Is the range registered with AGB?
- Can people get to it (map/directions, signage)
- Do you have enough parking, will people get stuck?
- Areas needed for: Registration, catering, practice butts, judges, assembly, first aid
- Toilets: Are they clean, do you have enough?
- Safety issues:
  - Can the public access any areas
  - Do you need to inform landowners/council/police
  - Do you have a risk assessment

# Event Requirements

- Should be sanctioned with AGB
  - Required for Record status, advised for any event
- Date: You'll need a date that fits in with the “calendar”
- You'll need people
  - Course designers, work party, judges, catering, marshals, first aider
- Prospectus, ticketing (e.g. [www.clubevent.co.uk](http://www.clubevent.co.uk)), publicity
- Scorecards, results system/sheet, Medals
- Equipment: Order any required targets/faces in good time
- Insurance!
  - As long as all archers + judges are AGB members then you are insured
  - Volunteers do not need to be AGB members!

# Getting ready

- Course design takes a while; allow time
  - (Local) judges are normally happy to visit and check a course well before an event
  - Always walk the course as an archer will, to ensure good signage; archers don't pay attention!
  - Arrange loops to ensure that catering is accessible...and that archers don't "shoot through"
- Communications with archers
  - Think about what you need to tell people; parking, gates, sheep, weather, timings, catering
  - Archers will request "can I shoot with" etc.
- Shooting groups
  - Try not to fill a group with a single family or club (esp. T1/T2 comps)
  - Mix the bowstyles - all "red" groups will be slower and all "blue" quicker
  - Avoid "broken" groups (e.g. 1 red, 2 blue, 1 white or 3 red, 1 blue)
  - Ensure all juniors are either shooting with a "guardian" or have a parent with them
  - Less abled archers - think about where they will start/end, based on terrain
  - Slow archers - put them on a target with a gap behind them (if pos)
  - Think about targets that you shouldn't start people on if pos (terrain)

# The Tournament: T minus 1

- The course is designed, and in place. It's the day before!
  - The judges will arrive, to check the course.
    - You will have the distances check sheet, course maps, list of shooting groups, a set of radios
    - Course check will take as long as it takes (3-5 hours). You will need non-shooting work party to help them, and plenty of patience. The course will change :-)
  - Everything else needs to be ready for the next day:
    - Registration, catering, practice butts, parking, signage
    - It is common for archers to want to come and practice the day before

# The Tournament: Day 1

- Archers always arrive earlier than they have been told!
  - Target faces need to go on
  - Judges need to check course, then do equipment checks
  - Registration, Practice butts (if safe) can be opened
  - Catering (open quick, it keeps the archers calm)
  - Check toilets
- Assembly
  - TO covers 'event' and 'site' information
  - Judges cover course and safety information, and red call
  - TO covers 'walkouts'
- Shoot stuff
- End of day (for the archers)
  - Target faces off, course changes need to be made
  - Day 1 scores need to be checked and published
  - Day 2 shooting groups need to be created/updated

# The tournament: Day 2

- Repeat Day 1
- End of day:
  - Results need to be produced PDQ for medal ceremony
  - Thank everyone, pressies for judges and any others
  - Pack up course and all equipment!
- Go home....
  - Write shoot report, complete results and publish
  - Complete TO report, send to AGB (tournaments@)
  - Collate Arrowhead and Records claims, send to AGB (tournaments@)
  - Complete Ranking sheet, send to AGB (field3d@)
  - Send shoot report to local press
  - Confirm date for next year....

# TO Resources

<https://www.overtonblackarrows.org/field3d-resources>

- TO Checklist, action list
- Claim forms: Arrowhead, UK records, Judges expenses
- Distance worksheets
- Example prospectus, results sheet
- 3D Distance guidance
- TO Report form
- This presentation

Hopefully, this will all move to [www.archerygb.org](http://www.archerygb.org) at some stage!