

## *GUIDELINES FOR TOURNAMENT ORGANISERS*

### **ORGANISING THE TOURNAMENT**

1. Confirm that the date, location, commencement time and entry fee is agreed and that catering facilities will be available.
2. Ensure that Record Status, if required, has been applied for and paperwork received.
3. Arrange for advertising in appropriate magazines.
4. Contact Judges and confirm booking by letter. ( Number will depend on type of shoot)
5. Discuss with County Chairman invitation of Lord or Lady Paramount.
6. Arrange with Secretary for copying and distribution of entry forms. (Cheques to be made payable to E.C.A.A.)
7. Send copies of entry form to all invited Judges.
8. Check with Equipment Officer that sufficient target faces will be available.
9. Contact Secretary to ensure that sufficient medals will be available.
10. Produce score sheets.
11. Target lists to be dispatched two weeks prior to shoot. Copies sent to invited Judges.
12. Where possible request all trophy holders to return trophies.
13. Arrange for a First Aid qualified person to be in attendance.
14. Purchase raffle prizes and tickets together with gifts for the Lord/Lady Paramount and the Judges.
15. Receipts for all moneys spent must be retained for reimbursement.
16. All cheques and money received for entries must be forwarded to the Treasurer with the statement of accounts.
17. Ensure that the County Table Cloth will be available at the shoot.
18. Arrange to have the field marked out with the relevant distances together with a shooting line, waiting line and umbrella line.
19. Request assistance for a field party at a County meeting at least two months in advance.
20. Have available leader boards, chalk, dusters, if required dustbin liners, toilet rolls, spare face pins, spare bosses and stands, waterproof covers for the score sheets,

### **DAY PRIOR TO TOURNAMENT**

21. Measure and mark out target placing across field. (Refer to G.N.A.S. 101 for Target Champs or F.I.T.A. Rules for F.I.T.A. shoots ) ( Preferably with a Judge in attendance.)
22. Set up target stands and bosses.
23. Place target numbers beside stands and on the shooting line.
24. Set out locations for waste bins.

## ***TOURNAMENT DAY.***

25. Set up arrangements for booking in.
26. Arrange for targets to be faced.
27. Have available for the Judges, Record Status Form and Report Forms if applicable, measuring tapes and height gauges, upto date entry list.
28. Distribute scoreboards onto the shooting line.
29. Discuss with Judges any alterations that may be required.
30. Ensure that assembly takes place at the stated time.
31. Introduce Lord/Lady Paramount and the Judges.
32. Give any information that may be useful to the competitors. e.g. how to complete score sheets, submission of claims, refreshments available, location of toilets, etc.
33. Organise the selling of raffle tickets.
34. Contact Judges for approximate time for lunch break and advise caterers.
35. At lunch request and pay Judges expenses and provisionally book for following year.
36. Discuss with Lord/Lady Paramount how they would wish their prizes to be awarded. (N.B. These prizes can either be purchased by the tournament organiser or the L.P.)
37. Set up trophy table and raffle prize table.
38. Prepare and have available forms for claims. (National Record or Rose Award).
39. Advise the Judges of the arrangements for collection of score sheets.
40. Hold raffle while scores are being collated.

## ***PRESENTATION OF AWARDS.***

41. Introduce Lord/Lady Paramount
42. Make awards in accordance with the entry form. Trophy winners must sign trophy book.
43. Thank Lord/Lady Paramount and Judges and make presentation of gifts.
44. County Chairman or nominated representative will make a few comments.
45. Ensure that Chairman of Judges is available to sign any National Record Claims.

## ***AFTER THE TOURNAMENT***

46. Send out results sheets and forward on any unclaimed awards. Pursue any trophies not returned and have them sent on to the new holders.
47. Send a copy of the results to the invited Judges and Officers of the County Association.
48. Ensure that the shoot documentation is completed and returned to G.N.A.S.
49. Any outstanding money, receipts and statement of Income and Expenditure to be given to the Treasurer within 28 days according to the model form.