

# Multi-Sites Indoor Championships of the Americas

## SITE Coordinator's Task List.

### *Before the Championships:*

1. Promote your site among the archers of your area.
2. Contact your local newspaper, TV and radio stations notifying them about the event.
3. If possible, obtain the list of eligible archers from your area who are eligible to shoot the MICA.

*Note:* Each site Coordinator will receive from COPARCO, via the National Archery Federation, an information & material packet which includes this information as well as communication forms to help properly run the tournament.

### *The last evening of your event:*

1. If possible, finish the event by 7:00 p.m. local time.
2. Use the Communication Form provided to E-Mail the 3 results in EACH division equipment/gender/age category to your National MICA Coordinator. Include the number of Hits, 10's and 9's.
3. Indicate in the E-mail, the continental records which have been broken at your site (if any).

The sooner you communicate your top 3 scores, the sooner the listing of medallists will be provided.

**\*\*\* IMPORTANT \*\*\***

**Scores received by the COPANARCO MICA/CIMA Coordinator after MAY 8, 2008 will NOT be entered and included in the medallists or final results listing!**

### *After receipt of final results.*

1. Send a result list to each club from which at least one participant attended the Multisites Indoor Archery Championship of the Americas.
2. Inform the local media of the results.
3. Distribute the medals to the winners (if not completed by the National Archery Federation).
4. It is highly recommended to organize an official press release and/or conference of major achievements for local winners.