



**USA Archery**

**U.S. NATIONAL FIELD  
CHAMPIONSHIPS**

**2013**

U.S. National Field Championships

**BID DEADLINE: February 29, 2012**

USA Archery  
711 North Tejon Street  
Colorado Springs, CO 80903  
p/ 719 - 866 - 4576  
f/ 719 - 632 - 4733  
kweiss@usarchery.org



## U.S. National Field Championships Scheduled Dates and Formats

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**For all non-USA Archery members, there is a \$100 bid fee to be included with this application. All fees should be mailed to USA Archery, 711 North Tejon Street, Colorado Springs, CO 80903.**

**PROPOSED SCHEDULED DATES AVAILABLE: (Subject to change)**

- ◆ DATES TBD
  
- ◇ Day 1/Friday—Open Practice/Equipment Inspection
  
- ◇ Day 2/Saturday—Practice/24 targets (marked distances)
  
- ◇ Day 3/Sunday—Practice/24 targets (marked distances)

The U.S. National Field Championships will be a three day event starting on a Friday with Open Practice and Equipment Inspection. The Saturday and Sunday session will be comprised of Practice followed by 24 targets (Marked distances).

For more information on Field Rounds and additional resources, please see the following:

[www.archery.org](http://www.archery.org)

**FITA Field Archery—Organizers Manual**

[http://archery.org/UserFiles/Document/FITA%20website/07%20Publications/02\\_Downloads/Field\\_Organizers\\_Manual-e.pdf](http://archery.org/UserFiles/Document/FITA%20website/07%20Publications/02_Downloads/Field_Organizers_Manual-e.pdf)

**FITA Field Archery Guidelines**

[http://archery.org/UserFiles/Document/FITA%20website/07%20Publications/02\\_Downloads/Field\\_Guidelines-e.pdf](http://archery.org/UserFiles/Document/FITA%20website/07%20Publications/02_Downloads/Field_Guidelines-e.pdf)

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# U.S. National Field Championships Event Specifications

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## **BID DEADLINE: February 29, 2012**

Participants: 100-150

Length of Stay: Three (3) competition days/Three (3) rooming nights

Facility Required: Outdoor Range (Natural Terrain)

Registration Fees: To be determined by USA Archery. All registration fees will be returned to USA Archery, there is no percentage split with the LOC for the Field National Championships.

Field Archery—the field course shall be arranged so that the shooting posts and the targets can be reached without undue difficulty. The course should however be challenging. The range layout is outlined by the FITA/World Archery Constitution and Rules.

USA Archery is the governing body for competitive archery in the United States, a member of the United States Olympic Committee (USOC) and is recognized by World Archery (FITA) as the sole sanctioning body in the United States for the sport of Archery.

USA Archery owns the rights to various competitions and bids this right to the Local Organizing Committee (LOC) to host events. USA Archery retains the right to various media and sponsorship categories. The contract signed between USA Archery and the LOC will specify details.

The LOC must consider the following necessary elements in preparing a proposal to host a USA Archery tournament:

- Local Archery Club Support/Partnership—REQUIRED
- Local Sponsor Support
- Volunteers/Community Involvement
- Field of Competition—outdoor terrain range

### **In addition to this Bid Application, please submit:**

1. Letter of Intent
2. Bid application fee of \$100 (Applicable to all non-USA Archery member organizations submitting a bid)
3. Bid Application
4. Draft operations budget
5. Supporting Documents (Venue layout, photographs, logos, sponsors, etc.)
6. Maps (Airport, Venue, Hotel, Other attractions)
7. Please also include any additional supporting material for your bid. For example, your previous experience of organizing a major archery event, any special skills you can bring to hosting the event applied for, and special conditions you wish to propose regarding the financial arrangements for hosting the event, etc.



# U.S. National Field Championships Outline of Responsibilities

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## Local Organizing Committee Responsibilities

- All necessary target faces per distances being used (per World Archery Guidelines)
- Volunteer Support
- Double scoring of qualification round
  - Archers must be provided with copies of scorecards before they leave the event
- Event Venue Shooting Lines (target lanes with spacing according to World Archery Guidelines).
- Results and target assignment posting board
- Display USA Archery Sponsor/Supplier banners and signage (when requested and supplied)
- PA system /Megaphone– announce to entire field
- Adequate chairs for archers
- Public facilities and amenities
- Drug testing facilities (US Anti-Doping Assn. random selection) - if necessary
- Onsite medical assistance to handle on-the-field emergencies
- Manage registration process
- Notify USA Archery of potential sponsors and/or advertisers
- Venue security and access control
- Timing devices/controls
- **Payment of \$50.00 Star FITA Sanction Fee** (forms available online)

## USA Archery Responsibilities

- Determine tournament registration fee
- Prepare and distribute event registration, rosters, and results
- Publish event registration, schedule, general details on USA Archery website
- Promote event via official USA Archery Newsletters, website, social media and public/media relations
- Assignment and financial support of National Event Judges and Director of Shooting
- General Liability Insurance
- Standard scorecard at all events
- Awards

USA Archery will provide a Promoter Agreement. USA Archery will recommend a list of judges, and will fund the daily per diem and select the DOS and judges for the tournament unless otherwise noted.

If your USA Archery club or local Convention & Visitor's Bureau is interested in hosting a USAT Qualifier Series Events, please complete the Event Bid Form and return to the National Office by the **deadline date of February 29, 2012.**



# U.S. National Field Championships Bid Application

**BID DEADLINE: February 29, 2012** For all non-USA Archery members, there is a \$100 bid fee to be included with this application. All fees should be mailed to USA Archery, 711 North Tejon Street, Colorado Springs, CO 80903.

Tournament: \_\_\_\_\_

Dates of event: (1st Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_

*(Bids should select dates based on listed schedule from page 2)*

Local Organizing Committee: \_\_\_\_\_

Bidding Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

USA Archery Host Club: \_\_\_\_\_

*(If different from the Local Organizing Committee)*

Host City/General Information/Typical Climatic Figures: (Population, Average weather during event period, etc.) \_\_\_\_\_

Event Site/Venue: \_\_\_\_\_

Description of venue and exact location: (Please include photo or drawing) \_\_\_\_\_

Please check what you can provide at the competition venue, where applicable-include additional information:

- |  |  |
|--|--|
| <input type="checkbox"/> PA system                       | <input type="checkbox"/> Restrooms         |
| <input type="checkbox"/> Water & cups (for participants) | <input type="checkbox"/> DOS/Official area |
| <input type="checkbox"/> Course set up                   | <input type="checkbox"/> Tables & chairs   |
| <input type="checkbox"/> Scoreboard                      | <input type="checkbox"/> Handicap Access   |
| <input type="checkbox"/> Target Bails & Stands           |  |
| <input type="checkbox"/> Medical support                 |  |
| <input type="checkbox"/> Food concessions                |  |
| <input type="checkbox"/> Target faces & target numbers   |  |



# U.S. National Field Championships Bid Application

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**Transportation:**

Major airport(s) and distance to proposed host hotel(s) and venue: \_\_\_\_\_

Availability of airport shuttle and hotels to venue shuttles: \_\_\_\_\_

Other available modes of transportation: \_\_\_\_\_

**Accommodations/Lodging:** (Please list name, address, phone number, tournament room rates, size of available block, and distance to venue) \_\_\_\_\_

**Media:** (Please list various media outlets available—television, radio, print) \_\_\_\_\_

**Previous Events Hosted by Local Organizing Committee:** (Please include Archery and other events) \_\_\_\_\_

**Community resources or organizations that will provide volunteer support/equipment support:**  
*(Please note there is a minimum of 4 volunteers required for the scoring team, plus any other requirements for field management)* \_\_\_\_\_

**Sponsor Support Opportunities (Name of company as well as monetary, in-kind, or volunteer):**

Local Sponsor Support: \_\_\_\_\_

National Sponsor Support: \_\_\_\_\_

Title Sponsorship: \_\_\_\_\_

Prize Money Available (and planned amounts): \_\_\_\_\_

By bidding on a USA Archery tournament, the LOC and USA Archery host club agrees to conduct this tournament as if it were a World Archery championship tournament. Please contact the USA Archery national office at 719-866-4576 for further details.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tournament Director: \_\_\_\_\_

Tournament Director's Signature: \_\_\_\_\_

Please forward the completed event application and venue information to: [kweiss@usarchery.org](mailto:kweiss@usarchery.org)



# U.S. National Field Championships

## Draft Budget Suggested Items

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The following are some sample items to include in your draft budget. Please make sure to indicate the basis for how you arrived at your budget. For example: "150 registered shooters at \$125 per person, total \$18,750." Also indicate whether the sponsorships will be in kind, in cash, or as a loss guarantee. Other items to include are taxes, gas costs, insurance costs, each depending on the individual items being costed.

**Income:**

- Sponsor Donations (in-kind, monetary, or loss guarantee)
- Local, state, or other Government support
- Event sales and advertising
- Convention, and Visitors Bureau Donations (in-kind, monetary, or loss guarantee)
- Merchandise sales
- Other (please specify)

**Expenditures:**

- Venue rental costs
- Staffing costs (staff, field crew, etc.)
- Officials
- Stipend/Per Diem/Staff fee
- Accommodations (Hotel for staff, officials, etc.)
- Transportation
- Medical support
- Promotion and Marketing
- Merchandise
- Concessions/Food/Banquet
- Awards
- Printing costs
- Equipment costs
  - Target butts, stands, target faces
  - Line paint
  - Other necessary field costs (flags, tools, hardware, etc.)
  - Rentals (shade tents, chairs, tables, DOS stand, etc.)
- Other (please specify)



# U.S. National Field Championships Sponsorship Guidelines

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Please be sure to note the following sponsorship guidelines when reaching out to local, national, or other sponsorship opportunities for your event.

USA Archery has a core group of sponsors which are listed below. As part of the existing agreements with these sponsors, they are allowed to bring material, booths, or other supporting promotions to each USA Archery supported event. There is no conflicting sponsorship rights allowed at these events. The Local Organizing Committee (LOC) is permitted to submit a written request which will be reviewed on a case-by-case basis for selling sponsorship of the event, however these sponsorships must not conflict with USA Archery sponsors.

The LOC acknowledges that USA Archery is the owner of the USA Archery Logo Mark and USA Archery JOAD Logo Mark. In order to create a consistent look and feel for all events, USA Archery grants to the LOC, during the term defined, a right and license to use these logos to identify the event, in all media, and in connection with promotion, advertising, and marketing.

**USA Archery Supporting Sponsors:** *(For most recent list — [www.usarchery.org/pages/sponsors](http://www.usarchery.org/pages/sponsors) )*

- Easton Foundations
- Hoyt Archery
- Easton Technical Products
- B-Stinger (The Stabilizer Company)
- Nike, Inc.
- United Airlines
- AAE
- Mental Management



# U.S. National Field Championships

## Suggested Staff List

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The following is a suggested staff list based on typical personnel requirements from previous tournaments. This list is not meant to be mandatory, but more a guideline and recommendation to assist in your planning of the event. Some of these roles can overlap on one person.

- Tournament Host
  - Can be a person, group, club, agency, etc.
- Tournament Director
  - This person will be involved during planning and be present at the tournament and has an overall knowledge of the entire tournament structure—will field questions and inquiries.
- Technical Advisor
  - Will review field layout, design, schedule, documents, ensure rules and regulations are followed.
- Field Crew Chief
  - Manages and directs field layout and equipment installation during venue preparation, tournament, and take down. Manages the field crew and other service providers pertaining to the field.
- Field Crew (4-6 people minimum depending on the size of the event)
- Media Manager
  - Liaison between USAA efforts, serves as a contact person to assist USAA with publicizing the event.
  - Manages event website, information dispersion, etc.
- Officials Manager
  - Manages officials and keeps them up to date ahead of the tournament.
- Volunteers Manager
  - Manages volunteers as needed, arranges for spotters and runners during medal matches,
- Volunteers (quantity depends on size of event)
- Registration Manager
  - Receives registrations, manages onsite registration, accreditation, works with results team before and during the event for all registration, check-in and accreditation processes.