



USA Archery

USAT QS BID PACKAGE

2013

United States Archery Team Qualifier Series Event Bid Package Materials

BID DEADLINE: February 29, 2012

USA Archery
711 North Tejon Street
Colorado Springs, CO 80903
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A USAT Qualifier Series Event.

www.usarchery.org



USAT/Jr. USAT Qualifier Series Events Scheduled Dates and Formats



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: (Dates are subject to change)

- ◆ April 5—April 7, 2013
- ◆ April 19—April 21, 2013
- ◆ May 3—May 5, 2013
- ◆ May 31—June 2, 2013
- ◆ June 21—June 23, 2013 (Additionally World Archery Championships Team Trials)
- ◆ August 23—August 25, 2013 (Additionally World Archery Youth Championships Team Trials)
- ◆ September 13—September 15, 2013

All 2013 USAT Qualifying Series Events will include the following format:

(Subject to change) based on USA Archery and World Archery parameters for 2013; To be finalized prior to December 2012—example is as follows)

- ◇ Practice Day
 - ◇ Official Practice
 - ◇ Adequate target and faces for practice at all distances that will be used during the event
- ◇ 72 Arrow-70m event /144 Arrow—Four Distance Qualifying Event
- ◇ Olympic Round/Elimination Round
 - ◇ Cadet, Junior, Senior Participation
 - ◇ For each division, cut to 64 if 56 or more participants, cut to 32 if 24 to 55 participants, cut to 16 if 10 to 23 participants. Byes acceptable. Practice range adjacent to competition field with adequate targets for those with byes or awaiting match play.
- ◇ Team Round (optional)
 - ◇ Conduct according to World Archery (FITA) rules
- ◇ Divisions (subject to change)
 - ◇ Senior Male and Senior Female
 - ◇ Junior Male and Junior Female
 - ◇ Cadet Male and Cadet Female
 - ◇ Optional: Masters Male and Masters Female

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USAT/Jr. USAT Qualifier Series Events Event Specifications



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- Participants: 100-250 per event
- Length of Stay: USAT Events will be a minimum of three (3) days, including practice, and no more than four (4) days.
- Facility Required: Outdoor field (175m x 125m—competition area)
The range should accommodate archers with disabilities (accessibility).
- Seating Required: 200 minimum
- Lighting Required: N/A - unless night/evening shooting is discussed with USA Archery
- Registration Fees: To be negotiated between the Local Organizing Committee and USA Archery

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
- Local Sponsor Support
- Volunteers/Community Involvement
- Field of Competition—Outdoor Field

In addition to this Bid Application, please submit:

1. Letter of Intent
2. \$100 bid fee (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.



USAT/Jr. USAT Qualifier Series Events Outline of Responsibilities



Local Organizing Committee Responsibilities

- All necessary target faces per distances being used (per World Archery Guidelines)
- Volunteer Support (*minimum of 4 volunteers for scoring team, plus other planned assistance for the field crew—see a typical suggested list at end of this packet*)
- Double scoring of qualification round and elimination rounds
 - Archers must be provided with copies of scorecards before they leave the event
- Target Field Lines (two targets per lane with spacing according to World Archery Guidelines).
- Results and target assignment posting board
- Display USA Archery Sponsor/Supplier banners and signage
- PA system – announce to entire field
- Adequate chairs and shade 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
- Determine Registration Fee -there is **no** percentage split with USA Archery for USAT Qualifier Series Events (Typical registration fees vary from \$90-\$150)
- Prepare event registration
- Manage registration process
- Selection of National Event Judges and Director of Shooting
- Notify USA Archery of potential sponsors and/or advertisers
- Officials compensation/accommodation (Officials per diem is typically \$125 per day)
- **Payment of \$50.00 Star FITA Sanction Fee** (forms available online)

USA Archery Responsibilities

- Scoring team
 - Target assignments, match round brackets
- Publish event registration, schedule, general details on USA Archery website
- Promote event via official USA Archery Newsletters, website, social media and public/media relations
- Provide USA Archery Sponsor/Suppliers banners and signage
- General Liability Insurance
- Standard scorecard at all events

USA Archery will provide a Promoter Agreement. USA Archery will recommend a list of judges, but will not fund the daily per diem nor select the DOS or 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.**



USAT Qualifier Series Event 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"/> Spectator seating |
| <input type="checkbox"/> Power/generators (size, wattage) | <input type="checkbox"/> Timing devices |
| <input type="checkbox"/> Lining and set up | <input type="checkbox"/> DOS stand |
| <input type="checkbox"/> Scoreboard | <input type="checkbox"/> Competitor seating |
| <input type="checkbox"/> Mats & Stands | <input type="checkbox"/> Wind flags |
| <input type="checkbox"/> Medical support | <input type="checkbox"/> Tables & chairs |
| <input type="checkbox"/> Food concessions | <input type="checkbox"/> Tents / awnings (adequate shade) |
| <input type="checkbox"/> Target faces & target numbers | <input type="checkbox"/> Distance markers (officials' use) |
| | <input type="checkbox"/> Internet connectivity |
| | <input type="checkbox"/> Handicap Access |



USAT Qualifier Series Event 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



USAT Qualifier Series Event 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:

- Registration (Registration Fee * Planned Attendance)
- 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)



USAT Qualifier Series Event 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 USAT Qualifier Series Event Mark. In order to create a consistent look and feel for all USAT Qualifier Series 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)*

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



USAT Qualifier Series Event

Suggested Staff List

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 field 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—4 minimum for Scoring Team support)
- 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.

