

USA ARCHERY



COLLEGIATE TARGET NATIONALS

REQUEST FOR PROPOSAL/BID PACKAGE

BID YEARS – 2027 AND 2028

USA ARCHERY
210 USA Cycling Point, Suite 130
Colorado Springs, CO 80919
Email: events@usarchery.org



USA Archery Collegiate Target Nationals 2027-2028

USA Archery is pleased to invite your organization to bid on the U.S. National Outdoor Collegiate Championships.

USA Archery, formed in 1879 to foster and promote the sport of archery, is the only organization designated by the United States Olympic Committee to select and train athletes to represent the United States in the Olympic, Paralympic and Pan American Games. USA Archery is also recognized by World Archery (the International Archery Federation) to support athletes and teams to compete in World Championships, World Cups and other international competitions.

USA Archery is the governing body for competitive archery in the United States, a member of the United States Olympic and Paralympic Committee (USOPC) and is recognized by World Archery (WA) 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 enclosed package outlines the requirements of the host organization. Your bid will be reviewed by the Events Team and CEO of USA Archery who will make a recommendation to the Board of Directors for the final decision.

Thank you for your interest in hosting the U.S. Collegiate Target Nationals. Please contact the USA Archery Events Team at events@usarchery.org with any questions you may have.

Rod Menzer
CEO, USA Archery



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SCHEDULED DATES

May

PARTICIPANTS

450– 550 athletes

LENGTH OF STAY

4-5 days

VENUE REQUIREMENTS:

- ADA compliant accessibility (See Sample Field Layout references)
- Outdoor grass field (contiguous) minimum of 275m wide x 160m deep. Or a combination of athletic fields that will support 120 – 150 archery targets, set at 2m a piece.
- Bleachers to accommodate spectators should be located at the shooting fields.
- A combination of fields and field locations can be discussed to accommodate various aspects of the tournament such as archery vendors and concessions
- North-South facing shooting lanes are preferable
- Safety area behind the targets
- Spectator/Vendor area
- Parking for 100+ vehicles
- Power
- Wi-Fi
- Event management office space
- Restroom facilities and/or portables
- Office support equipment – high-speed printer
- Drinking water supply

REGISTRATION FEES:

\$175 —there is an 80% (LOC)/20% (USAA) net revenue split with USA Archery of registration fees.



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FORMAT

- Day One: Official Practice/Check-in/Equipment Inspection
Opening Ceremonies.
- Day Two: AM – Qualification Round
PM – Qualification Round
Evening - Collegiate Program meeting
- Day Three: AM – Individual Elimination Rounds
PM - Official Team Rounds
Evening Social – Awards, casual meal and activities
- Day Four: AM – Gold Medal Finals
AM – Mixed Team Rounds
Individual and Mixed Team awards

*Format is subject to change

LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

- Volunteer Support (Appx 20 volunteers —see a typical suggested list at end of this packet)
- Adequate competition venue and facilities
- Covered area for archers with seating
- Display USA Archery Sponsor/Supplier banners and signage
- Public address system
- Assist with registration process
- Public facilities and amenities
- Onsite medical assistance to handle on-the-field emergencies
- Technical support for media – if needed
- Notify USA Archery of potential local sponsors and/or advertisers
- Assist with securing hotel group rates and room blocks
- USA Archery Sanction and World Archery Star Sanctioning Fees (\$75)
- Local Archery Club Support/Partnership
- Local Sponsor Support
- All Field of Play equipment – target mats and stand, target faces, wind flags, pins, target numbers, lane numbers, flip scoreboards, etc.
- Organize and execute Opening Ceremonies
- Plan and execute Saturday social and awards ceremony
- Provide adequate venue for USA Archery Collegiate Archery Program annual meeting (audio/visual, seating for 50-100)
- Support USAA by coordinating partnerships with local businesses for vendor participation and promotional initiatives.



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USA ARCHERY RESPONSIBILITIES

- Set tournament registration fee
- Preparation and distribution of event registration materials
- Assignment of Director of Shooting, Chair of Judges and event Judges
- Publish event registration, schedule, general details on USA Archery website
- Promote event via official USA Archery Newsletters, direct email and website
- Provide USA Archery Sponsor/Suppliers banners and signage
- Provide and design event awards
- General Liability Insurance
- Manage registration process
- Manage scoring/timing/results system
- Event merchandising
- Hotel Planner lodging links

DRAFT BUDGET

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 \$175 per person, total \$26,250." 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 budgeted.

Income:

- 80% Net Revenue Split of Registration Fees
- Local Sponsor Donations (in-kind, monetary, or loss guarantee)
- Banquet/Social ticket sales
- CVB Donations (in-kind, monetary, or loss guarantee)
- Other (please specify)

Expenditures:

- Venue rental costs
- Staffing costs (staff, field crew, etc.)
- Officials' accommodations, meals and travel allowance
- Stipend/Per Diem/Staff fee
- Accommodations for staff, key volunteers, etc.)
- Athlete's tents, chairs, tables, Director of Shooting (DOS) stand, awards podium, etc.
- Transportation
- Medical support
- Security



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- Concessions/Food/Banquet
- Printing costs
- Equipment costs
- Target butts, stands, target faces
- Other necessary field costs (tools, hardware, etc.)
- Other (please specify)

USA ARCHERY SPONSORSHIP GUIDELINES

Please be sure to note the following sponsorship guidelines soliciting sponsorship opportunities for the event.

USA Archery sponsors are listed below (and subject to change). As part of existing agreements USA Archery there are no conflicting sponsorship rights allowed at these events. The Local Organizing Committee (LOC) is permitted to submit a written request that 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. USA Archery sponsors are allowed booth space and to promote their materials at USA Archery events.

The LOC acknowledges that Commerical for-profit or other use of the USA Archery logos, trademarks, service marks and event logos is not allowed, nor is any use that is inconsistent with the legal rights of USA Archery or the [USA Archery Brand Style Guide](#). To create a consistent look and feel for all USA Archery Events, USA Archery grants to the LOC, during the term defined, a right and license to use specific marks to identify the event, in all media, and in connection with promotion, advertising, and marketing with prior written approval of the mark usage.

USA Archery Sponsors (Subject to Change):

[List of USAA sponsors](#)



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EVENT STAFFING

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.

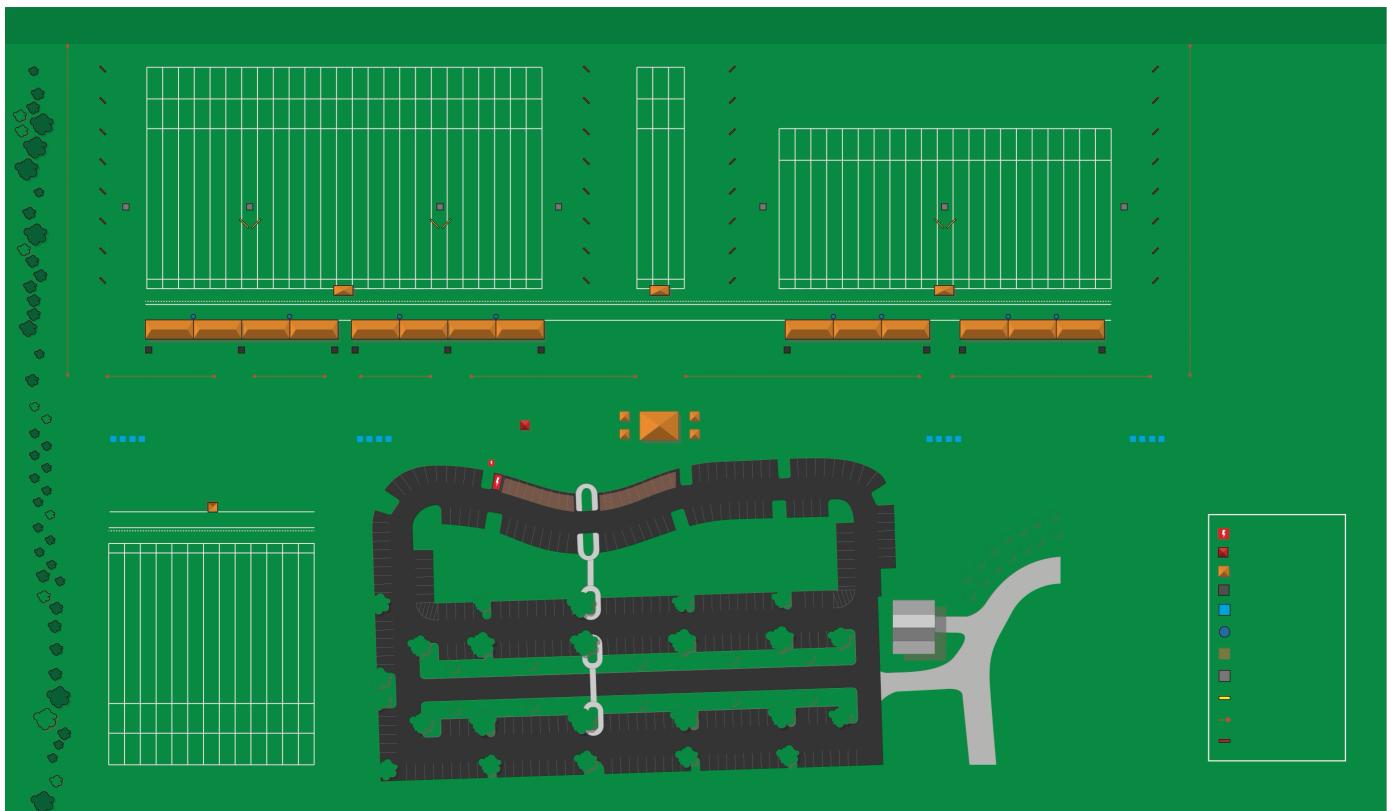
- Tournament Host - Can be a person, group, USA Archery club, agency, etc.
- Tournament Director - This person will be involved during planning and be present at the tournament and has an overall knowledge of the entire tournament structure—will field questions and inquiries.
- Field Crew Chief - Manages and directs field layout and equipment installation during 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 - PR, marketing, community outreach, and liaison between USAA efforts.
- Volunteers Manager - Manages volunteers as needed, arranges for spotters and runners during medal matches. Volunteers (quantity depends on size of event)
- Registration Manager - Works with USA Archery and results team before and during the event for all registration, check-in and accreditation processes.



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SAMPLE FIELD LAYOUT





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For all non-USA Archery club or state association members, there is a \$100.00 bid fee to be included with this application

A complete bid application will include the following items and shall be contained in **one** document – electronic is preferred.

1. Letter of Intent
2. Bid Application
3. Draft operations budget – noting registration fees split with USA Archery
4. Supporting Documents (Venue layout, photographs, logos, sponsors, etc.)
5. Maps (Airport, Venue, Hotel, Other attractions)
6. 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.

An application that is incomplete may not be considered.

Bid Application, with appropriate fees, should be submitted to: events@usarchery.org

Local Organizing Committee:		
Bidding Organization:		
Mailing address:		
City:	State:	Zip:
Contact Person:		
Telephone:	Fax:	
Email:		
Web site:		
Event year and dates of bid:		



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USA Archery Host Club (If different from Local Organizing Committee) or Local Archery Club

Club Name:		
Club Address:		
City:	State:	Zip:
Phone	Fax:	
Email:		
Club Officer/Rep:		
Signature of Club Officer/Rep:		
Date:		

Host City - General Information

City:
Population:
Average Temperature during event month:
Average precipitation during event month:
City Hotel/Motel Capacity:
Major Television Stations:
Major Radio Stations:
Major Print Media:
Major events that have taken place in the Host City in the last two years:



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Transportation

Major airport that serves Host City:

Major airlines that serve Host City:

Distance from airport to hotels and proposed venue:

Major rental car companies:

Availability of airport shuttle and hotels to venue shuttle

Venue

Please include a detailed description of venue, maps and diagrams, field specifications, parking availability, medical support, office space, restroom facilities, etc.

Name of Venue:

Physical Address of Venue:

Manager of Venue:

Target lanes (2 targets/lane):

Spectator seating capacity:

Describe seating for spectators:

Dimensions of Competition field(s):

Type of field surface:

Describe type of restroom facilities and locations, water supply, and food vendors/concessions at venue:



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Describe the venue where the Award Banquet/Social will be held:

Accommodations

Please attach a list of hotels, motels and campgrounds in the vicinity (name, address, tournament room rate, telephone, fax numbers, distance from venue, shuttle availability) and group room rates available for tournament attendees.

Sponsor Support

List local sponsorship support from organizations, media, etc.:

Community Resources

Organizations that will provide volunteer support/equipment support:



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*Conditions outlined in this package are subject to change. Please contact USA Archery prior to submitting a proposal to verify package information.

Please send completed bid packages to:
events@usarchery.org