



## USA Archery Collegiate Target Regional Championships

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BID CYCLE: 2022 and 2023

USA Archery  
4065 Sinton Road, Suite 110  
Colorado Springs, CO 80907  
Email: [collegearchery@usarchery.org](mailto:collegearchery@usarchery.org)

**BID DEADLINE**  
***January 15, 2021***

USA Archery is pleased to invite current USA Archery Collegiate programs to bid on hosting a Collegiate Target Regional event in 2022 and 2023.

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 the International Archery Federation (World Archery—WA) to support athletes and teams to compete in World Championships, World Cups and other international competitions.

The Regional Championship events are sanctioned by USA Archery for current collegiate archers.

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The enclosed package outlines the requirements of the Event Host (Host). USA Archery will review your bid and make a final decision, with consideration given by the Collegiate Archery Program Committee.

Thank you for your interest in hosting a 2022 and 2023 USA Archery Collegiate Target Regional event.

For more information please contact USA Archery at [collegearchery@usarchery.org](mailto:collegearchery@usarchery.org).

Regards,



Rod Menzer  
CEO, USA Archery

#### EVENT DETAILS

**Attendance:** 50 – 200 athletes; 50-250 family/support

**Length of Stay:** Regional Outdoor Collegiate Championship events will be a minimum of (2) days including practice and no more than (3) days.

Load-In/Practice	1 day	(Friday or Saturday)
Competition	2 days	(Saturday -Sunday)
Tear Down	1 day	(Sunday)

**Facility Requirements:** Outdoor Field that will support 20-70 targets (may vary by region). Preferably North-South facing with safety area to the North of the field.

- Spectator Area
- Electricity
- Wi-Fi
- Water
- Restrooms
- Parking 100+
- Drinking water supply
- ADA accessible facilities

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**Event Sanction:** Regional Outdoor Collegiate Championships events are required to be sanctioned. There is a \$70 Sanction Fee to be paid by Host.

**Event Schedule:** March/April

## **EVENT FORMAT**

Schedule is as follows (please submit requests for alternate schedule to USAA):

- Day 1: (Friday Afternoon or Saturday) – Check-in, equipment inspection, and official practice
- Day 2: (Saturday)
  - Morning: Individual 72 Arrow Ranking Round
  - Lunch
  - Afternoon: Mixed Team Rounds
- Day 3: (Sunday)
  - Morning: Individual Elimination Rounds
  - Lunch
  - Team Rounds
  - Award Ceremony

Women's/Men's Recurve-Distance: 70m Target Face: 122cm

Women's/Men's Barebow-Distance: 50m Target Face: 122cm

Women's/Men's Compound-Distance: 50m Target Face: 80cm 6-Ring

Women's/Men's Bowhunter-Distance: 50m Target Face: 80cm 6-Ring

## **AWARDS**

- Individual Awards:
- Team Awards:
- Mixed Team Awards:

## **MEMBERSHIP AND ELIGIBILITY**

A current Individual USA Archery Collegiate, Adult, or Family Membership option is required to register for this event. If archers are affiliated with a university club team, that club must be a USA Archery Collegiate Archery Program Club in a Current status. Individual archers that are not part of a university club team may participate in the event, however if there are three or more archers representing one school they will be required to form a USA Archery Collegiate Club prior to event registration.

All archers participating in the event must have a current Collegiate Eligibility certificate on file with USA Archery prior to registering for event.

Host will be responsible to verify membership and eligibility through the Sport 80 registration system.

## **REGISTRATION AND EVENT REVENUE SHARE**

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USA Archery requires the Host use the Sport 80 platform to collect registrations. Registration fees may not be issued to personal bank accounts.

**Event Revenue.** All EVENT Revenue including revenues from merchandising, sponsorship solicitation, registration fee split, cash donation, in-kind donations, ticket sales and advertising shall be deposited into the PROMOTER/EVENT account and shall be included in the Final Event Report. **Individual Athlete Registration Fee: \$100**

**Revenue Sharing.** Host is allowed to keep all income outside of registration fees from the event, including EVENT specific sponsorship, EVENT merchandising, concessions etc., unless there is a pre-approved agreement with USAA. Revenue from **registration** fees only will be shared as follows:

**PROMOTER: 90%**

**USAA: 10%**

Promoter will send USA Archery a check with full documentation at the conclusion of the event for the calculated revenue share.

**USA Archery Processing Fee.** Should the Promoter choose to utilize the USA Archery Sport 80 account (instead of their program's Stripe account in Sport 80) for collection and processing of payments connected with the event, a 5% processing fee will be assessed to cover administrative and associated credit card processing fees sustained by USA Archery. The balance of fees collected (less the 10% revenue share and processing fees) will be dispersed to the Promoter at the conclusion of the event.

#### **Athlete Safety Procedures for USA Archery Event Organizers:**

The [Athlete Safety Procedures for USA Archery Event Organizers](#) outline what steps event organizers must take to pre-authorize field of play access for all volunteers, media, vendors, medical personnel, athlete assistants, coaches and judges, etc. (hereafter, "Event Personnel"). Event organizers are encouraged to plan ahead to make sure all "Event Personnel" who have access to the field of play at a USA Archery sanctioned event, while athletes are present, are authorized. USA Archery and/or the U.S. Center for SafeSport may audit any USA Archery sanctioned event at any time to verify compliance either in person or through a request for compliance information.

It is the responsibility of each USA Archery event organizer, club and/or state association to monitor and enforce the requirements set forth in these procedures. As a reminder, the USA Archery Code of Conduct, which includes provisions for adhering to the USA Archery Background Screen Policy, SafeSport Code and Minor Athlete Abuse Prevention Policy (includes U.S. Center for SafeSport training requirements), is also included in the USA Archery Event Sanction form, Non-Athlete Pledge form, member terms and conditions, club and state association member agreements terms and conditions.

#### **HOST RESPONSIBILITIES**

- Volunteer Support
- Request USA Archery Event Sanction - Cost: \$70
- Manage Event Budget(s) and Records
- Secure Venue, Access and Security

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- All field of play equipment-target mats and stand, target faces, wind flags, pins, target numbers, lane numbers, flip scorecards, etc.
- Manage all aspects of competition from registration to awards
- Provide on-site scoring (preferable electronic scoring)
- Provide on-site Medical Assistance for Event Emergencies
- Secure Staffing, confirm Officials with USAA Officials and Rules committee and Volunteers
- Enforce [Athlete Safety Procedures for Event Organizers](#) and Submit Event Tracking Tool to USA Archery
- Provide accommodations, on-site meals and local transport (if needed) for judges
- Provide Event Awards (USA Archery to provide All-Region Team Awards)
- Event Sponsors
- Verify and Submit Event Results to USA Archery

### **USA ARCHERY RESPONSIBILITIES**

- Provide General Liability Insurance
- Provide tournament registration software
- Publish event registration, schedule, general details on USA Archery website
- Promote event via official USA Archery Newsletters, website, social media and public/media relations
- Assign judges
- USA Archery will provide a Promoter Agreement

### **EVENT BUDGET**

All applicants will be required to submit a balanced or revenue generating event budget. When preparing your budget please make sure to indicate the basis for how you arrived at your budget. For example, "100 registrations at \$100 per person total \$10,000". Listed below are sample items to include in your draft budget:

#### Income:

Registration Fees  
 Sponsor Donations (In-kind, cash, or loss guarantee)  
 Concessions  
 Sponsors  
 Other (please specify)

#### Expenditures:

Revenue Share  
 Facility Rental  
 Staffing – Wage/Per Diem (Meals, Travel, Lodging)  
 Judges - Wage/Per Diem (Meals, Travel, Lodging)  
 Emergency Services Support  
 Promotion, Marketing and Printing  
 Awards  
 Archery Equipment  
 Event Equipment

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Rentals: Chairs, etc.

Other: Concessions, Taxes, Fuel, Insurance, etc. (please specify)

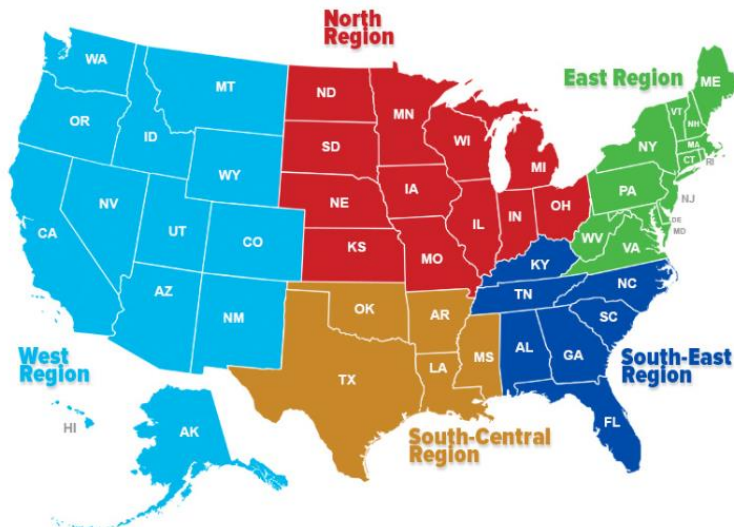
## SPONSOR GUIDELINES

USA Archery has a core group of sponsors. 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 are no conflicting sponsorship rights allowed at these events. The Host 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 and the Host may jointly or individually seek sponsorship support from local businesses and national corporations. All sponsorships must be approved in advance by USA Archery due to U.S. Olympic Committee restrictions in certain product categories as well as previously established USA Archery sponsor agreements. USA Archery and the Host will coordinate efforts contacting potential sponsors, such as local companies and providers of services, for advertisements in the Tournament Program.

The Host acknowledges that USA Archery is the owner of the USA Archery Logo Mark and the Collegiate Archery Program Mark. In order to create a consistent look and feel for all Regional Championship Events, USA Archery grants to the Host, 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 COLLEGIATE REGIONS\*



\*Note: USA Archery will sanction 7 regional events (East, North, South-East, KY South-East, South-Central, MS South-Central, and West)

## BID APPLICATION

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

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1. Letter of Intent
2. Bid Application
3. Draft Operations Budget (Include Overview of Current Equipment Inventory)
4. Supporting Documents: Map of Venue Layout, List of Nearby Accommodations
5. Maps (Airport, Venue, Hotel, Other attractions)
6. A description of your previous experience 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 (i.e. equipment needs).

**An application that is incomplete may not be considered.**

Host:		Region:	
Mailing address:			
City:	State:	Zip:	
Contact Person:			
Telephone:		Fax:	
Email:			
Website:			
2022 Event Dates:		2023 Event Dates:	

***Host City - General Information***

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:

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Major rental car companies:
Availability of airport shuttle and hotels to venue shuttle:

**Venue**

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

Name of Venue:
Physical Address of Venue:
Manager of Venue:
Describe the type of playing surface:
Describe type of restroom facilities and locations, water supply, and food vendors/concessions at venue:

**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.:
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**Community Resources**

Please list organizations that will provide volunteer support/equipment support:

Please submit Bid Applications in a single electronic file to [collegearchery@usarchery.org](mailto:collegearchery@usarchery.org) by January 15, 2021.

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