

USA ARCHERY



U.S. NATIONAL TARGET CHAMPIONSHIPS & U.S. OPEN

REQUEST FOR PROPOSAL/BID PACKAGE

BID YEARS – 2020 & 2021

USA ARCHERY

4065 Sinton Rd., Suite 110

Colorado Springs, CO 80907

Ph: 719-866-3450

Email: events@usarchery.org

DEADLINE: FEBRUARY 15, 2019



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

USA Archery is pleased to invite your organization to bid on its most prestigious annual tournament—the U.S. National Target Championships & U.S. OPEN.

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 U.S. National Target Championships & U.S. Open are sanctioned by WA and not only attract U.S. participants of all ages, but draws top international competitors as well. Archers are eligible to shoot for world records at this tournament and it is included in the roster of events to earn U.S. Archery Team status and National Ranking points. Due to the significance of this tournament, participation continues to increase each year. This results in a positive economic impact for the host city. Over 400+ athletes, family and supporters attend this weeklong tournament.

USA Archery would like to establish a relationship with an outstanding city and organizing committee. We will review bids for both 2020 & 2021 contract years.

The enclosed package outlines the requirements of the host city. Your bid will be reviewed by the National Events Manager and CEO of USA Archery who will make the recommendations to the Board of Directors for final decision.

Thank you for your interest in hosting the U.S. National Target Championships and U.S. OPEN. Please contact Sheri Rhodes at events@usarchery.org with any questions you may have.

Rod Menzer
Chief Executive Officer



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

EVENT SUMMARY

SCHEDULED DATES

Dates are subject to change based on international event calendar.

For 2020:

August 13 - 15, 2020
August 19 - 22, 2020

For 2021:

August 11 - 14, 2021
August 18 - 21, 2021

EVENT FEE

\$15,000 annually; any combination of cash/VIK (budget relieving)

BID DEADLINE

February 15, 2019

PARTICIPANTS

400+ athletes; 1+ support/family

LENGTH OF EVENT

Load-in: 3 days
Competition: 4 days
Tear-down: 2-3 days

VENUE REQUIREMENTS

- 6-8 field Soccer complex – or Athletic fields
- Grass preferred
- North-South facing
- Safety area to the north/south of field
- Spectator/Vendor area
- Parking for 500+
- Accessible area to store 4 tractor trailers for USAA event equipment
- Power
- Wi-Fi
- Event management office
- Restrooms – can be augmented with portables
- Office support equipment – high speed copier, printer
- Lines painted - layout will be provided by USA Archery
- Drinking water supply
- ADA accessible
- Grounds support
- Trash management
- PA



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

- Vendor area
- Lights desirable but not required

LOCAL ORGANIZING COMMITTEE (LOC) RESPONSIBILITIES

- Event Fee
- Securing venue once bid is awarded
- Grounds support – field painting, trash, water & ice
- Local advertising/Sponsorship/PR
- Volunteers
- LOC Office Space and Equipment, if not available at venue
- Local Archery Club
- Lodging/Accommodations management
- Assist with securing on-site Medical support
- Food Vendors/Concessions support
- Opening Ceremonies/Reception venue and support
- Meeting Rooms
- Receiving advance supply shipments
- Equipment Rental sourcing
 - Tables/Chairs
 - Tents
 - Portable restrooms

HOST HOTEL

- 150 – 200 rooms (two adjacent properties can work)
- 15 – 20 minutes from venue
- \$10 rebate for all rooms
- 2 comp rooms for Tournament Director and Assistant – 10 nights
- \$99 room rate for Staff rooms (approx. 30 rooms)
- Breakfast included in Staff room rate (able to serve breakfast @ 5 am)
- Annual Meeting Room: seat 100 theater; Thursday night
- General Meeting Room: seat 20-25 boardroom; Tue-Sat nights
- Restaurant on-site or within walking distance

Monday	Tuesday	Wednesday (Competition starts)	Thursday	Friday	Saturday (Final day of competition)	Sunday
100	250	300	300	300	150	10

ADDITIONAL ACCOMMODATION NEEDS:

- A variety of hotels in different price points including 5 star properties and RV camp grounds.



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

EVENT FEE

The award will include a minimum event fee of \$15,000 annually, comprised of a combination of cash and budget relieving Value-in-Kind (VIK). The fee is to help offset the substantial costs to USA Archery in providing the technical support, equipment, and professional staff to stage this tournament.

ADVERTISING AND SPONSORSHIP SUPPORT

USA Archery and the LOC 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 LOC will coordinate efforts contacting potential sponsors, such as local companies and providers of services, for advertisements in the Tournament Program.

VOLUNTEERS

Approximately 100 volunteers are required during the tournament week (12-20 per day) depending on venue configuration. Duties include:

- On-site check-in
- Field Support Staff
- Welcome and Information support
- Results Team Assistants

OFFICE SPACE AND EQUIPMENT

The LOC/Venue will provide a secure office space. If not a permanent structure then a mobile construction office trailer (minimum of three), for administrative activities and results tabulation at the venue. Equipment needed in each office space is:

- Internet
- Copier
- Tables or desks to accommodate up to 12-14 people

GROUNDS SUPPORT

- Venue support can be provided from local professional resources such as the Parks and Recreation staff or work crews.
- Field painting equipment and personnel to use/manage this equipment (layout provided by USA Archery)
- Trash management
- Water and ice

LOCAL ARCHERY CLUB

Local Archery Club support is required. The LOC and USA Archery will work closely with local archery club members to support and assist in staging the tournament.



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

ON-SITE MEDICAL

There must be onsite medical support available during all competition days; may be off duty medical staff or nurse practitioners.

FOOD VENDORS/CONCESSIONS

The LOC/Venue will assist with coordinating on-site food vendors/concessions that must be available each day throughout the tournament (breakfast through lunch). This includes the start of official practice in the morning until completion of the final day of competition (Sunday afternoon).

OPENING CEREMONIES/WELCOME RECEPTION

The opening ceremonies and welcome reception will occur Wednesday evening of competition. The event should support 600-1000 for food and entertainment organized by the LOC.

MEETING ROOMS

The LOC will provide a meeting room in close proximity to the venue that can accommodate up to 100 for USA Archery annual meeting. Additional rooms with audio-visual capabilities may be needed to accommodate archery seminars and smaller committee meetings. (These rooms can be at the host hotel).

ARCHERY EQUIPMENT STORAGE

The LOC will provide a secure, equipment storage facility. The equipment to be stored is up to 250 targets, approximately 250 collapsible target stands, and a variety of miscellaneous equipment. All of this equipment will arrive in approximately 4 tractor trailers and these will also need to be stored somewhere close in proximity to the competition venue (if not on-site). Storage needs to be secure and does not necessarily need to be heated. The space should be approximately 50' x 80' and minimum ceiling height of 10'. If the tractor-trailers can be parked on-site, there is no need for a facility, however the trailers will need to be secure.

USA ARCHERY RESPONSIBILITIES

- Tournament Management Staff
- Officials
- Competition Equipment
- Timing
- Results
- Liability and Competitors Insurance
- Event Registration
- Awards



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

LIBILITY AND COMPETITORS INSURANCE

Appropriate insurance will be provided. Upon request, the venue or specific location will be designated as an additional insured.

EVENT ADMINISTRATION

USA Archery will oversee all administrative actions by coordinating with the LOC and other key individuals as identified by the LOC.

EVENT REGISTRATION

All entry forms will be prepared and provided to competitors by USA Archery. USA Archery will receive all completed entry forms, organize and carry out the registration and credentialing process.

AWARDS

USA Archery will procure and organize all awards necessary for the event Awards Ceremonies.

USA ARCHERY SPONSORSHIP GUIDELINES

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

The PROMOTER may seek EVENT sponsorship support, including Title Sponsorship from local, regional and national business concerns. However, Field of Play advertising is exclusively reserved for USA Archery national sponsors.

All EVENT specific sponsors must be pre-approved by USA Archery at least 30 days prior to the EVENT. EVENT specific sponsors may have signage behind the spectator area of the venue.

PROMOTER agrees to recognize USAA National Event Sponsors along with event specific sponsors in all promotion and marketing of the EVENT, including registration material and website. USAA shall provide signage, banners, and other forms of advertising of an appropriate nature for those events covered by this agreement or as modified by USAA. Promoter agrees to place USAA banners in prominent locations.

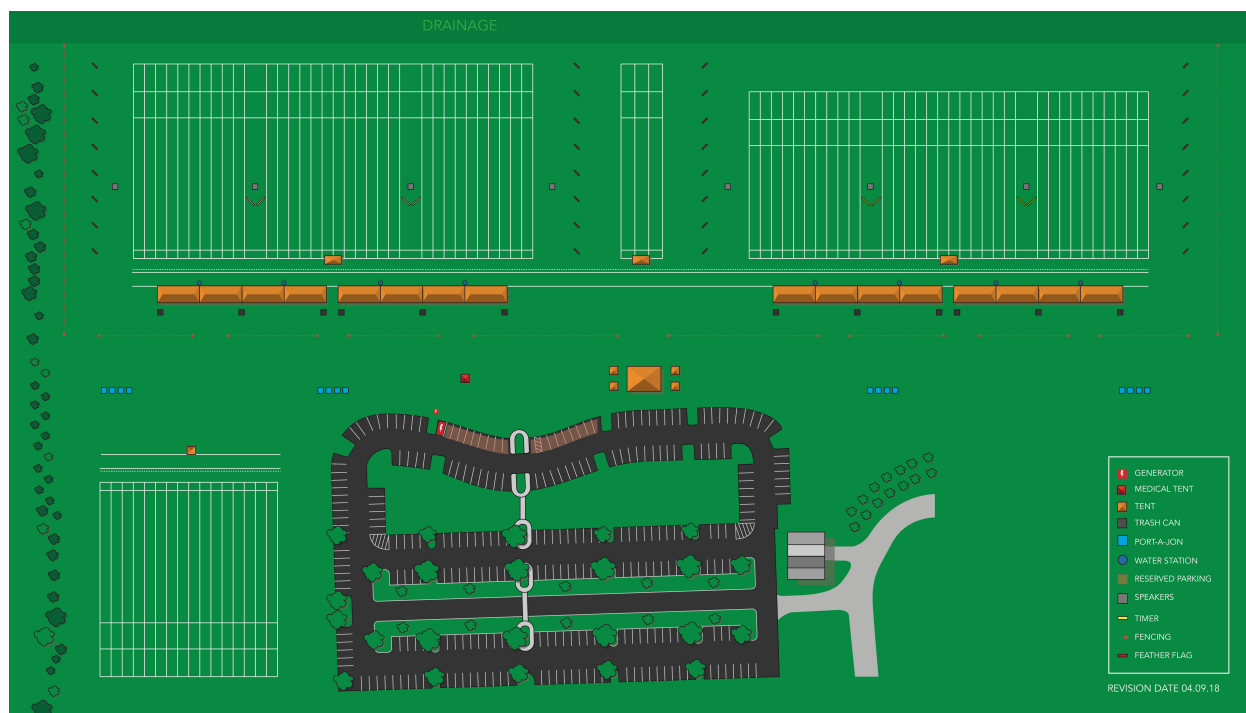
The LOC acknowledges that USA Archery is the owner of the USA Archery Logo Mark, National Target Championships and the JOAD National Championships Event Mark. In order to create a consistent look and feel for all USA Archery Events, USA Archery grants to the LOC, during the term defined, a right and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



U.S. National Target Championships & U.S. OPEN 2020-2021 RFP

FIELD SET-UP EXAMPLE

Example of a Field of Play layout (for 160 Targets)



SAMPLE EVENT FORMAT:

Tuesday	Unofficial practice
Wednesday	Official practice, check-in, equipment inspection Welcome Reception
Thursday	AM - Qualification; PM - Mixed Team Round; Annual Meeting
Friday	AM – Qualification; PM – Team Round
Saturday	Eliminations; Finals



U.S. National Target Championships and U.S. Open 2020 – 2021 BID APPLICATION

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 submission preferred**.

1. Letter of Intent
2. Bid Application
3. Draft operations budget
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 mailed to:

Sheri Rhodes
email: events@usarchery.org
4065 Sinton Rd., Suite 110, Colorado
Springs, CO 80907
Ph: 719-866-3450; Fax: 719-632-4733

Local Organizing Committee:		
Bidding Organization:		
Mailing address:		
City:	State:	Zip:
Contact Person:		
Telephone:	Fax:	
Email:		
Web site:		
2020 Event Dates:	2021 Event Dates:	

BID APPLICATION DEADLINE: FEBRUARY 15, 2019



U.S. National Target Championships and U.S. Open 2020 – 2021 BID APPLICATION

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:
Spectator seating capacity:
Describe seating for spectators:
Dimensions of Competition field(s):
Type of playing surface:
Describe type of restroom facilities and locations, water supply, and food vendors/concessions at venue:

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U.S. National Target Championships and U.S. Open 2020 – 2021 BID APPLICATION

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:

Bids will be received by the National Events Manager and reviewed as outlined in the cover letter. Please contact Sheri Rhodes at 719.866.3450 if you have any questions or would like additional information.

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

Bid deadline is FEBRUARY 15, 2019 Please send completed bid packages to:

Sheri Rhodes – National Events Manager
events@usarchery.org
4065 Sinton Rd., Suite 110
Colorado Springs, CO 80907
Fax: 719-632-4733

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