

USA ARCHERY



U.S. NATIONAL TARGET
CHAMPIONSHIPS
& U.S. OPEN /
JOAD NATIONAL OUTDOOR
CHAMPIONSHIPS

REQUEST FOR PROPOSAL/BID PACKAGE

BID CYCLE – 2015 & 2016

DEADLINE: MAY 1, 2014



U.S. National Target Championships & U.S. Open / JOAD National Outdoor Championships Bid Package

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 and the JOAD National Outdoor 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 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 and JOAD National Outdoor Championships 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 1,500 athletes, family and supporters attend this weeklong tournament that equates to approximately 3500 room nights and revenue from vehicle rentals, restaurants, entertainment, and city attractions.

USA Archery would like to establish a relationship with an outstanding city and organizing committee. We will review bids for both 2015 and 2016 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 & U.S. Open as well as the JOAD National Outdoor Championships. Please contact Sheri Rhodes at events@usarchery.org with any questions you may have.

Denise Parker
Chief Executive Officer



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GENERAL INFORMATION

SCHEDULED DATES

Dates are subject to change based on international event calendar.

For 2015:

- June 16 - 21 2015
- June 23 – 28, 2015
- June 30 – July 5, 2015

For 2016:

- July 5 – 10, 2016
- July 12 – 17, 2016
- July 19 – 24, 2016

Other dates may be considered

EVENT FEE

\$30,000 annually; combination of cash/VIK (budget relieving)

BID DEADLINE

May 1, 2014

PARTICIPANTS

500 - 700 athletes

LENTH OF STAY

Approximately 6 days

VENUE REQUIREMENTS

- Outdoor field (contiguous) minimum of 165 meters x 440 meters – competition area (540 feet x 1443 feet)
- Preferably North-South facing (Length of field should fit this)
- Safety area to the North of field
- Spectator/Vendor area (at South end of field)
- Parking for 300+ vehicles
- Accessible area to store 3 tractor trailers for USAA event equipment
- Power; internet
- Event management office space (on field access; if no building is present, mobile units are required) with office equipment (printer, photo copier, power)

COMMUNITY BENEFITS

- Exposure of your community to nationwide membership of a prestigious Olympic Sport and international visitors.
- Opportunity for community volunteers to take part in the Olympic Spirit
- 2,400 to 3,500 room nights (from camping to high-end hotels)
- 600+ attendance (athletes, family, staff and supporters) contributing to the local economy by patronizing local restaurants, shopping establishments and recreational facilities.



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LOCAL ORGANIZING COMMITTEE (LOC) RESPONSIBILITIES

- Event Fee
- Venue
- Local advertising/Sponsorship/PR
- Volunteers
- LOC Office Space and Equipment
- Grounds Support
- Local Archery Club
- Lodging/Accommodations
- On-site Medical
- Food Vendors/Concessions
- Opening Ceremonies/Reception
- Meeting Rooms
- Equipment Storage
- Venue Field Painting/Lines
- AC Power
- Equipment Rental
 - Tables/Chairs
 - Tents
 - PA System
 - Restroom Facilities

EVENT FEE

The bid will include a minimum event fee of \$30,000 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.

VENUE SPECIFICATIONS

The ideal venue must permit the simultaneous shooting of all participants registered for the event.

- Outdoor field to accommodate a minimum of 600 shooters; up to 4 people per target
- Level, contiguous fields (i.e.: soccer or football fields)
 - Ideal field dimensions of 160 meters (north and south) by 400 meters (east and west)
 - Two fields of smaller width dimensions may be required to accommodate all shooters.
- Bleachers to accommodate spectators should be located at the shooting fields.
- Adjacent to the shooting field should be a practice field. The minimum dimensions of this field are 100 meters wide and 160 meters deep.
 - A combination of fields and field locations can be discussed to accommodate various aspects of the tournament such as archery vendors and concessions



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- Drinking water supply
- There should be adequate parking at the venue area to accommodate 300+ vehicles
- AC Power
- Restroom facilities
- Internet Access and Office support equipment
- Mobile office units (minimum of three)
- Local contact who will be responsible for painting the lines required on the competition field (layout will be provided by USA Archery)

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 200 volunteers are required during the tournament week (35 per day) depending on venue configuration. Duties include:

- On-site check-in (registration)
- Field Support Staff
- Tournament Scoring Runners
- Scoring Team Assistants

OFFICE SPACE AND EQUIPMENT

The LOC will provide a secure office space with electricity, such as a mobile construction office trailer (minimum of three), for administrative activities and results tabulation at the venue. Additional equipment needed in this office space is:

- Internet
- Copier
- One Laser Printer
- Tables or desks to accommodate up to six people

GROUNDS SUPPORT

- Venue support can be provided from local professional resources such as the Parks and Recreation staff.
- Vehicles for field transportation (i.e. golf carts or "Gators" – minimum of 6)
- On-site equipment storage during tournament (i.e. 26'-28' U-Haul or small construction trailers if Shipping trucks are not able to park on-site)
- Field painting equipment and personnel to use/manage this equipment (layout provided by USA Archery)



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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.

LODGING REQUIREMENTS

- The LOC will provide a list of moderately priced hotels, motels, and campgrounds
- The LOC will secure agreements for group rates and room blocks for the duration of the tournament. The list should include the number of rooms available at each site, if the hotel provides airport shuttle service, and if any meals are included.
- The LOC will secure complimentary accommodations for USA Archery tournament staff/officials (approximately 25 rooms) for the duration of the tournament.

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 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/RECEPTION

The opening ceremonies and welcome reception will occur the first evening of competition. This is typically done on-site at the competition venue. The event should support 300+ 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 200 targets, approximately 200 collapsible target stands, and a variety of miscellaneous equipment. All of this equipment will arrive in approximately 3 tractor trailers and these will also need to be stored somewhere close in proximity to the competition venue (if not on-site already). Storage needs to be secure and does not necessarily need to be heated. The space should be approximately 30' x 40' and



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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.)



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USA ARCHERY RESPONSIBILITIES

- Technical Staff/Scoring
- Competition Equipment
- Liability and Competitors Insurance
- Event Administration
- Event Registration
- Awards

TECHNICAL STAFF

USA Archery will coordinate the officials, judges and scoring crew. USA Archery will also supply an official technical delegate from the organization.

COMPETITION EQUIPMENT

USA Archery will provide the tournament equipment. This will include, but is not limited to supplying target mats, stands, target faces, radios, scoreboards, scoring and timing systems, etc.

LIABILITY 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.



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APPLICATION TO HOST

In addition to this bid application, please submit:

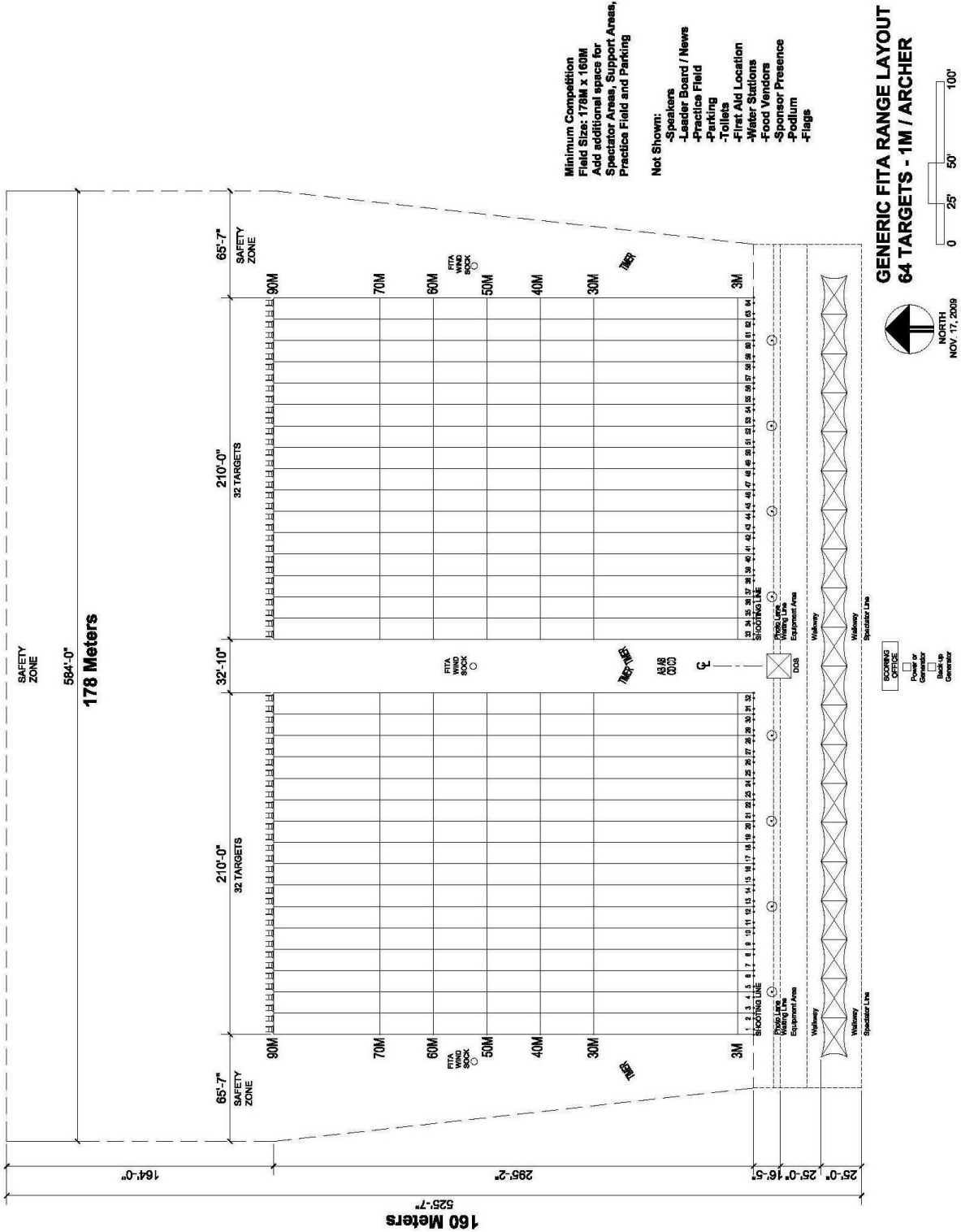
- Letter of intent
- \$100 bid fee (applicable to all non-USA Archery member organizations submitting a bid)
- Bid application
- Draft operations budget
- Supporting documents
 - Venue diagram
 - Photographs of venue and other related areas
 - Potential sponsor listing
 - Weather patterns, climate information for dates selected
 - Listing of volunteer base
- Maps
 - Venue
 - Airport
 - Hotel
 - Other attractions included
- Please also include any additional supporting material for your bid. For example, your previous experiences, or 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.



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FIELD OF PLAY EXAMPLE

Example of a Field of Play layout (for 64 Targets) – This event will need space to accommodate a minimum of 128 targets.





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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.

USA Archery has a core group of sponsors that 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 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.

The LOC acknowledges that USA Archery is the owner of the USA Archery Logo Mark, National Target Championships & U.S. Open Event Mark and the JOAD National Outdoor 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.

USA Archery Supporting Sponsors:

(For most recent list —www.usarchery.org/pages/sponsors)

- Easton Foundations
- Hoyt Archery
- Easton Technical Products
- Nike, Inc.
- United Airlines
- Axcel Sights and Scopes (T.R.U., Inc.)
- AAE (Arizona Archery Enterprises, Inc.)
- B-Stinger
- Flexor Archery
- Mental Management Systems
- Lancaster Archery Supply
- Archery Trade Association