



Tournament Host Agreement

This Agreement is made between State Archers of California, an unincorporated association organized under the laws of the State of California (hereinafter referred to as “SAC”) and,
_____ (hereinafter referred to as “Host”).

This agreement is intended to cover the assignment of SAC’s right to conduct the Event referred to below and to establish the terms and conditions under which the Host agrees to conduct the Event. SAC certifies and the Host acknowledges that SAC has the sole authority to assign the rights to the Event and further that SAC has no other agreements which are inconsistent with the rights and obligations given the Host by this Agreement.

State Archers of California (SAC) is pleased to invite your organization to bid on one or more of the following Sanctioned Events, organized by State Archers of California.

Bids for the following events are due as listed in Bid Application.

Please indicate which Championship(s) you are submitting a bid for:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | SAC State Indoor Championships / SAC State JOAD Indoor Championships |
| <input type="checkbox"/> | SAC State Outdoor Championships |
| <input type="checkbox"/> | Pacific Coast Championships |

* State Archers of California reserves the right to cancel the winning bid due to under-performance at any time.

** Notify SAC early that you intend to submit a bid by emailing SAC. If you have any questions, please contact SAC President or Vice President. Reference www.calarchery.net for current contact information.

Please note that USA Archery clubs in California are encouraged to create and host other events. These other events do not require the Board of Directors’ permission. We highly suggest clubs do not schedule their events on the same dates as the State Championships, should clubs schedule concurrent events SAC events shall take precedent and concurrent events shall not interfere in any way. Also, work with your fellow clubs to avoid scheduling multiple tournaments on the same date. Posting of USA Archery SAC club events on our State Website is always invited and welcome.



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The SAC Board of Directors will review and select the successful proposal. If a suitable bid is not offered and accepted by the closing date, SAC may consider late bids or choose to host the event. Board members, who are members of a club participating in the bid process, will excuse themselves from voting on any tournament in which their club is submitting a bid.

All Rules and Regulations of World Archery and SAC shall apply.

1. HOST RESPONSIBILITIES:

A. Host club receives any profits less expenses and revenue sharing (See 3)

Event Revenue Sharing.

- a. Accurate Tournament fees and financial reports are required within 30 days of tournament completion date and shall include copies of receipts for expenses greater than \$250.00.
- b. Host shall keep an appropriate accounting system in which all Events financial activities (income and disbursements) shall be recorded. Such records shall be maintained for a period of not less than one (1) year and shall be readily available for inspection by SAC or its designated representative.
- c. SAC funding penalty (10% per month) for each month not submitted will be assessed against current year's bill.
- d. If current bill is paid but not penalties, then forfeiture of future year and any future years hosting until penalties paid.
- e. Failure of paid penalties, in the current year, will be assumed to be abandonment of tournament host obligations for the following year.
- f. Host is responsible for posting SAC event to Sport80 website a minimum of Six months prior to the start of the event.
 - i Event participation cost will be approved by SAC prior to posting.
 - ii Registration will be open to a first-come first-serve basis.
 - iii The tournament report will be operational for all registered archers to confirm their entry and view their competition.
 - iv Rusty Archery/BetweenEnds Software Admin shall be added as an admin within Sport80 at time of creation in Sport80.



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- v SAC President shall be added as an admin within Sport80 at the time of creation in Sport80.
 - vi SAC IT to be added to Rusty Archer at a minimum 30 days before tournament.
- B. Tournament Director shall not have any other duties.
- a. Should be always on-site.
 - b. They must remain available to supervise the overall event.
 - c. Must be current with all USA Archery training requirements.
 - d. The Designated Tournament Director shall not be a participant or judge for their event.
- C. Archery Facility. The archery facility (playing area) for the Event shall conform to all aspects of RULES AND REGULATIONS, WORLD ARCHERY RULES, USA Archery and SAC requirements and must be approved by the Chairman of Judges prior to the commencement of the tournament day.
- D. Separation of Playing Area. The spectators must be separated from the playing area by suitable barrier or field markings.
- E. Availability of Archery Facility: Host shall obtain the written agreement of the entity controlling the use of the playing area that such facility shall be available for use in any Event and under all weather conditions. Copy of said Agreement must be forward to SAC Tournament Development Chairperson when made available to the Host.
- F. Facilities and Amenities: Host shall provide a seating area behind the playing area within the site sufficient to accommodate a reasonable number of spectators.
- G. Adequate toilet and hand washing facilities must be available or rented for each event.
- a. See Appendix A for further guidance.
- H. Public Address System: Host shall supply a public address system adequate to provide clear public address service.
- I. Opening Ceremonies and Protocol: Host shall make best effort to provide the performance of the National Anthem of the United States prior to the start of the Event, either by live musical performance, with or without soloist, or by recording. Host shall also publicly recognize all attending dignitaries, tournament officials, prominent athletes, and other appropriate persons.



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- J. Sponsorship, Signage, Advertising and Title Sponsor Recognition: Host agrees to place any provided SAC banners in prominent locations.
- K. Competition Equipment and Management: Host shall provide mats, stands, target faces, target numbers and wind flags (outdoor only), timing devices and distance markers for the competition; Equipment shall be in a safe and operational condition and replaced routinely (wear & tear) to provide a high-quality tournament. Seating for the judges, tables and chairs for the officials and IT staff, DOS platform/table. Host shall provide a tournament director to oversee the setup and management of the tournament.
- L. General Liability Insurance: The Host shall procure insurance to cover the Event. The insurance may be in the form of the club insurance provided by USA Archery as a benefit of USA Archery membership, plus any additional Event insurance required by USA Archery. SAC does not supply insurance; a SAC sanctioned Event is covered, as provided by SAC's USA Archery insurance in addition to the insurance provided by the Host. Insurance to meet facility owner's requirements. Host shall have a copy of Insurance date for SAC event posted on site.
- M. Participants and Registration: The Host agrees to handle the registration process which includes collecting all fees, insurance waiver and release forms unless otherwise agreed to in writing prior to the Event.
- N. Registration and Late Registration
 - a. Registration will be through USA Archery: Sport 80
 - b. All registration will be closed two weeks prior to tournament.
 - i. Corrections may be made before the start of the event, i.e. gender, division, classification.
 - ii. Archers who have documentation of completed registration, however not on the master listing may be added before the start of the event.
 - c. Onsite registration for SAC events utilizing electronic scoring tablets and IT Resources is not permitted.
 - i. Corrections may be made before the start of the event, i.e., gender, division, classification.
 - ii. Archers who have documentation of completed registration, however not on the master listing, may be added before the start of the event.



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- d. Event Format.
- Outdoor Four - (4) Distance format (World Archery 1440 Round).
 - Indoor – 2 day @ 120 arrows

- i. Gender and Age divisions: Male/Female
Yeoman, Bowman, Cub, Cadet, Junior, Senior and Master, Para
- ii. Bow Classifications: Recurve, Compound, Barebow

SUGGESTED FORMAT for 2021: Cadets, Juniors, Seniors and Masters (USAT divisions) utilize the field of play for a 1440 round on Saturday and Sunday, or 2 day @ 120 arrows for indoor.

SAC will remove the NO YEOMAN restriction and allow them to participate with the Bowmen and Cubs and shall shoot a 720 round on Friday or 60 arrows for indoor and have their own award ceremony.

- e. Host to request that Rusty Archer download files from Sport 80 at least ten (10) working days prior to tournament date.
- f. Tournament host must complete target assignments within one week (working days) to start of tournament, so that IT can download QR codes prior to tournament.
- g. Tournament Host will print score sheets once target assignments have been made.
- h. IT Staff will print QR codes to tablets a minimum of five (5) days prior to the start of event.
- O. Tournament Rules: The Host shall conduct the event according to current World Archery Regulations, and USA Archery Rules. There shall be no open practice on tournament range once field is set for the tournament. Should the Host create a separate area for practice, they (The Host) are responsible for payment of judges to monitor the area.
- P. Video/photographing of Event: Host may video or photograph portions of or the entire Event if SAC has not organized coverage of the Event through separate contract. The video/photos shall not be used for commercial purposes by Host without express written permission by SAC. Within 30 days after the Event, an unedited copy of the video/photos (s) of the Event shall be provided to SAC.



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- Q. Marketing, Publication and Broadcast Rights: All rights as to the marketing, publication and broadcast of this Event shall remain with SAC, unless otherwise agreed to in writing, in advance by SAC.
- R. Marketing: The Host may seek marketing support from local, regional, and national business concerns provided that no prior agreement has been reached by SAC with Host's potential marketers, and provided that such marketers do not conflict with the SAC Joint Marketing Agreement or other SAC marketers. It is the Host's responsibility to confirm existing SAC agreements with SAC prior to soliciting support from these entities.
- S. Publication and Broadcasting: No publication, broadcast, or other dissemination of information regarding the conduct or results of the Event shall be caused by the Host except for immediate coverage of the Event through local media outlets, or in the Host's subsequent newsletter or website, without express written consent of SAC.
- T. Medical Assistance: Emergency medical personnel must be readily available. Host shall have a means by which qualified emergency medical technicians can be reached to handle on-the-field emergencies.
- U. Special Entertainment: Host may plan special entertainment, such as a banquet; to be enjoyed by all participants SAC shall not be responsible for any expenses regarding this type of entertainment. Entertainment that would entail any risk to participants should be discussed with SAC before scheduling to determine what liability concerns should be addressed. Appropriate releases to use/perform certain copyrighted music must be obtained by the Host.
- V. Judges: The Host shall acquire certified judges for the Event. The Host shall select the Director of Shooting (DOS) and the chairperson of judges (COJ).
- a. Judges lodging will be covered by the Tournament host.
 - i. Lodging will be one night per day worked and rooms not shared unless requested by a judge.
 - ii. If judges are traveling more than 250 miles, three (3) nights' accommodation must be offered (unless the judge chooses to travel on the same day as event. Must notify host in advance to prevent pre-payment of room night).



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- W. Scorecards and Results: Score cards shall be maintained for a period of 120 days upon completion of the Event and shall be available for reference and review upon SAC request. The Host shall provide their results via spread sheet or data file. If a world record was set at the event, and the host has been notified, the host must send the results to SAC within four (4) days of the event. Otherwise, the host must forward the event results to SAC within 21 days of the event so that SAC can prepare them for publication. An excel copy of the results shall be sent to Ranking & Records for their worksheets to complete annual ranking and records.
- X. Liability for Loss: Host shall be responsible for all losses occasioned by its failure to discharge any of its responsibilities or for its negligence in the discharge of its duties. Host shall indemnify and hold harmless SAC from any claim or loss arising from Host's negligence or failure to discharge its responsibilities.
- Y. Final Event Report: Host shall provide a final tournament report to the SAC Treasurer no later than thirty (30) days following the completion of the Event. This report shall include, but not be limited to, competitor registration lists by category.
- Payment of all fees and monies due to SAC shall be made concurrent with the report.

2. SAC RESPONSIBILITIES:

- A. Results: SAC shall receive the Event results from the Host within 30 days. SAC shall review and verify all changes prior to publication or dissemination. SAC shall publish the results within 15 days of receipt.
- B. Sponsorship and Rights: All approvals or disapprovals in the rights assigned by SAC shall be made in writing by the SAC President or Vice President at least 30 days prior to the Event. SAC has the right to approve all sponsors and advertisers for the event to assure that all such sponsors and advertisers do not conflict with any other sponsors and advertisers.
- C. Sponsorship, Signage, Advertising and Title Sponsor Recognition: SAC shall provide signage, banners, and other forms of advertising of an appropriate nature for those events covered by this agreement or as modified by SAC.
- D. Judges and IT Expenses: SAC shall be responsible for wages to the SAC Event Judging Team. (Judges, Director of Shooting, COJ), and IT Staff.



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E. Payment or reimbursement for these expenses shall be in conformance with established SAC guidelines.

- a. One judge for every 12-15 targets (unless circumstances warrant additional Judges)
- b. Judges and IT Staff are paid \$150.00 per day for all SAC sanctioned tournaments.
- c. Judges and IT Staff Wage disbursement:
 - i One (1) day events, Judges shall be paid at the start of their shift.
 - ii Two or three (2 or 3) day events Judges shall be paid, Sunday morning, prior to the start of their shift by the SAC Treasurer.
 - iii Each judge is required to sign the acknowledgement payment sheet prior to disbursement. Payment may be cash or SAC Check.
 - iv Judges who do not complete the tournament will be asked to refund the unearned portion of their tournament wages.
- d. IT Support will receive lodging if they travel more than 50 miles – provided by SAC.

F. Awards: SAC shall be responsible for purchasing and distributing the awards for the SAC tournaments only. The acquisition, payment, and distribution of awards for any other event shall be specified in an addendum attached to this agreement.

3. EVENT REVENUE SHARING:

- A. SAC/Host Revenue Sharing: In accordance with the SAC Board of Directors policy, revenue for registration fees shall be shared as follows: Host shall remit \$8.00 for each tournament participant.
- B. EVENT Expenses: All Event expenses shall be included in the Final Event Report with receipts for expenses greater than \$250. All competition materials purchased by the Host shall remain the property of the Host unless other provisions are made through agreement(s) with SAC or other parties.

4. FORCE MAJEURE:

- A. If the staging of the Event should be prevented or canceled due to force majeure, strike, government action or decree, inclement weather, or for any reason beyond the control of either



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party, then neither party shall be obligated in any manner to the other in respect to this Agreement.

- i. Refunding: All fees to be paid back to registered archers except the registration and payment processing fees.
- B. In the Event that the Host cancels for any other reason, the Host shall be required to pay any and all (including all registration income of previously registered archers for said event) additional costs associated with executing the Event by a replacement Host. The replacement Host shall be selected by SAC. These costs shall include, but are not limited to, venue fees, new tournament director travel expenses, housing for judges' equipment fees, etc. SAC may impose additional sanctions or Event denials depending on circumstances.

GOVERNING LAW: This agreement shall be construed and enforced under and in accordance with, and be governed by, the laws of the State of California.

5. BROADCAST RIGHTS:

SAC retains all broadcast and production television rights to the Event and may or may not televise the Event. All revenues from the broadcasting rights including advertising, syndication or film sales shall belong to SAC. SAC shall be solely responsible for all costs and requirements, taping and production of the Event for television, unless said rights are assigned to the Host or a third party through a separate agreement.

Coverage from local television is excluded from this requirement.

6. TOURNAMENT SPECIFICS:

Entry Fees: \$65 for Two Day Event (Cadet/Junior/Senior/Master)
 \$40 for half-day Event (Yeoman/Bowman/Cub)

Awards 1st thru 3rd place: Trophy, plaque, medals are provided by SAC.

Registration and Waivers: All Online: USA Archery: Sport 80

Payment: USA Archery: Sport80

Registration List: Viewed online at Sport80



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Confirmations: All registrants will receive registration confirmation, view their name on the registration list online and receive a digital welcome packet.

Tournament will strive to be profitable, with no outside funds needed.

Range Fees: Included in registration payment.

Target Faces: as specified in WA rule book.

Restrooms: Restrooms and/or Port-A-Johns (See Appendix)

Scoring: Electronic Tablets and Paper Scorecards

Web Page: USA Archery page will be up and running approximately five (5) months prior to tournament. It will have all tournament times, links to USAA for membership, links for dress code, fees, general description of tournament, and link to USAA tournament rules.

Concession Stand: if applicable, be present to provide Lunch, Snacks, Beverages, Etc.

Target Face Scoring: World Archery/FITA, USA Archery Rules,

Bow Divisions: Recurve, Barebow, Compound

Proposed Time Schedule:

Friday

- 11:30 AM Check-in and Equipment Inspection
- 12:30 PM Official Practice
- 1 PM, National Anthem followed by First Scoring round
- Break
- Second Scoring round
- Submit Score Sheets and Scoring Tablets at completion of second round.

Saturday

- 8:00 AM Check-in and Equipment Inspection
- 8:45 AM Official Practice
- 9:15 AM, National Anthem followed by First Scoring round
- Break
- Second Scoring round
- Submit Score Sheets and Scoring Tablets at completion of second round.



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Sunday

- 8:00 AM Official Practice
- 8:45 AM Third Scoring round
- Break
- Fourth Scoring round
- Submit Score Sheets and Scoring Tablets at completion of fourth round.
- Awards Ceremony

ASSIGNMENT OF CONTRACT:

The Host may not assign or subcontract its rights or obligations under this contract without the prior consent of the SAC President or Vice President.

	Host	SAC
Name (Print):		
Signature:		
Title:		
Telephone:		
Date:		



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Appendix A

1. Determine how long your event will last.
2. Determine approximately how many people will attend your event (including Family/Guests).
3. With this information, use the chart to calculate the number of restrooms needed to insure sanitary conditions. This may be a combination of Permanent and Rented equipment.
4. At least one (1) ADA approved restroom to be on site (permanent/portable)

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	4	4	4	4	4	4
250	4	4	4	5	6	7	7	7	7	7
500	5	5	5	7	8	9	9	9	9	9
1000	6	6	6	10	10	12	12	12	12	12
2000	10	10	10	14	15	16	17	18	20	25
3000	12	12	12	20	22	21	21	23	25	30
4000	15	15	20	25	30	31	31	33	35	40
5000	17	25	33	34	35	37	37	39	40	50
6000	20	30	37	40	42	45	45	46	47	60
7000	22	33	42	45	47	50	52	55	55	70
8000	25	40	49	55	56	60	60	65	70	90
10,000	30	50	60	65	70	75	80	85	90	125