Tournament Bid Application

By Resolution of the Board
Effective Date: 03/03/2021
Revised:10 May 2023
Expiration Date: Until rescinded

State Archers of California (SAC) is pleased to invite your organization to bid on a sanctioned tournament.

SAC is a 501(c)(3) corporation whose purpose is to foster and encourage the sport of archery throughout the state of California by encouraging participation, development, growth, and competition in/of Olympic and Paralympic Archery, Target Archery, Field Archery, 3D Archery and Collegiate Archery.

You may apply to host one or more of the following SAC sanctioned tournaments.

State JOAD and State Indoor Championship
State JOAD and Outdoor Championship
Pacific Coast Championships
World Archery (Olympic) 720 round with eliminations

Your application must be received by July 15 of the previous year of the event at which time it will be reviewed. You will be notified of the result.

If you are new to hosting large tournaments and are interested in hosting one of the sanctioned events, reach out to SAC. We may be able to partner with your club in hosting the event by providing administrative and/or logistical assistance.

Thank you for your interest in hosting a tournament. Please contact secretary@calarchery.net with any questions you may have.

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GENERAL INFORMATION

ABOUT THIS EVENT

This event is dependent on a Local Organizing Committee that is sanctioned by USArchery and has event expertise, equipment, and sufficient volunteers to manage up to a 3-day event.

The State Indoor and JOAD Indoor events are 2 separate events conducted at the same venue on the same 3-day weekend. All JOAD groups will participate on Friday. USAT (Cadets and Juniors) and adult age divisions will compete Saturday and Sunday.

PREFERRED DATES

- State JOAD and State Indoor – January
- State JOAD and State Outdoor – June
- Pacific Coast Championships – September
- World Archery 720 round – at host's discretion

PARTICIPANTS

Must be able to accommodate a minimum of 125 athletes.

LENGTH OF STAY

1-3 days

VENUE REQUIREMENTS:

- Setup: 1-2 days
- Competition: 3 days
- Teardown: 1-2 days
- Indoor arena/gymnasium/convention hall, outdoor field, etc.
    - Must meet lighting requirements as determined by USA Archery (60-80 foot candle power with 70 being ideal).
- Outdoor venue – must be north facing.
- Minimum size: must accommodate field of play distance (athlete seating, waiting line, shooting line, equipment line), areas for spectators.
- Accessibility: Venue must be ADA compliant, including Field of Play and Public Restrooms.
- Wi-Fi

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LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

1. The bidding organization must be affiliated with or working with a USA Archery Club in good standing.
2. Adequate competition venue and facilities
3. Forward sanctioning application to SAC Secretary by July 15 of the previous year of the tournament
4. Public address system – announce to venue
5. All Field of Play equipment – target mats and stands in good working order, target faces, wind flags, pins, target numbers, lane numbers, manual timers and flags, if needed, first aid kit, etc.
6. Proof of General Liability Insurance (return with bid application)
7. Assignment of Director of Shooting, Chair of Judges and event Judges. Also, the current MAAPP certifications of individuals that will be at the event.
8. Publish event registration, schedule, general details on SAC website
9. Volunteer Support *(see a typical suggested list at end of this packet)*
10. Volunteers/Community Involvement
11. Local Archery Club Support/Partnership
12. Local Sponsor Support
13. Target assignment and results posting board. Target assignments should be posted on BetweenEnds one week prior to the vent.
14. Display SAC banners and signage
15. Assist with management of registration process
16. List of readily available medical assistance to handle on-the-field emergencies
17. Manage results
18. Send results to the State Archer of CA Director of Awards

SAC RESPONSIBILITIES

- Refer to SAC Host agreement on SAC website

REGISTRATION FEES:

$65 Adult and Collegiate
$ 8 per registrant paid to SAC. Remainder of the profit to host club.
$40 JOAD
$ 5 per registrant paid to SAC. Remainder of the profit to host club.

SUGGESTED FORMAT

- Day One: State Indoor and State Outdoor– may include Yeoman, Bowman, Cub
- Day Two: Cadet, Junior and Adult divisions
- Day Three: Cadet, Junior and Adult divisions

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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: "100 registered shooters at $65 per person, total $6500." 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 costed.

Example – include all sources of income and expense.
Income:

- Registration (Registration Fee * Planned Attendance)
- Sponsor Donations (in-kind, monetary, or loss guarantee)
- Local, state, or other Government support
- Event sales and advertising
- Hotel rebates
- Other (please specify)

Expenditures:

- Venue rental costs
- Staffing costs (administrative staff, field crew, Information Technology staff, etc.)
- Officials – travel assistance, meals
- Accommodations (lodging and meals for staff, officials, etc.)
- Transportation
- Medical support
- Promotion and Marketing
- Merchandise
- Concessions/Food/Banquet
- Printing costs
- Equipment costs
- Target butts, stands, target faces
- Other necessary field costs (tools, hardware, etc.)
- Rentals (chairs, tables, DOS stand, etc.)
- Security
- Sufficient bathroom facilities
- Other (please specific

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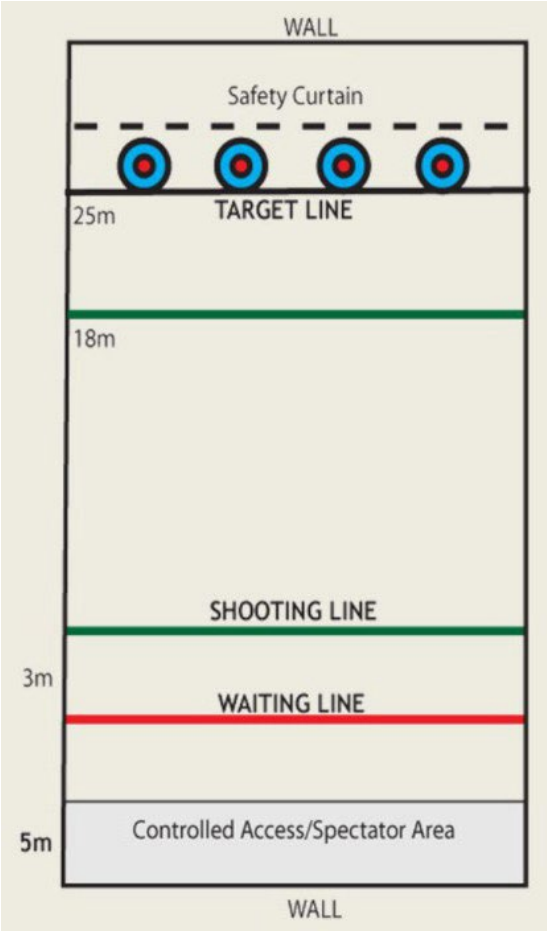
SUGGESTED STAFF

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 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 (6 people minimum depending on the size of the event)
- Volunteers Manager - Manages volunteers as needed. Volunteers (quantity depends on size of event)

SAMPLE FIELD LAYOUT – INDOOR



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

1. Draft operations budget
2. Supporting Documents (Venue layout, photographs, logos, sponsors, etc.)
3. 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.
4. Proof of liability insurance

An application that is incomplete will not be considered.

Email Bid Application (pages 6-8 and accompanying documents) by bid deadline date to:
secretary@calarchery.net

Bidding Organization:		
Mailing address:		
City:	State:	Zip:
Contact Person:		
Telephone:	Cell:	
Email:		
Tournament: _____State JOAD Indoor / State Indoor Championship _____ State JOAD Outdoor / State Outdoor Championship _____ Pacific Coast Championship _____ World Archery 720 Round		
Dates of event:		

Affiliated Club Officer/Rep:
Signature of Club Officer/Reg:
Date:

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Venue

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

Name of Venue:
Physical Address of Venue:
Manager of Venue:
Target lanes:
Spectator seating capacity:
Describe seating for spectators:
Dimensions of Competition facility / field(s). Please include diagram. Note if there are any center posts.
Type of playing surface:
Describe staff and volunteer support (anticipated number for each category):
Describe type of restroom facilities and locations, water supply, and food vendors/concessions atvenue:

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:

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Bids will be received and reviewed as outlined in the cover letter.

Please contact Dawnel Scott at 510-501-6571 if you have any questions or would like additional information.

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

Bids must be received by July 15 of the previous year of the event