



Championship Hosting Policy

Approved by the Board of Directors on April 7, 2020

Preamble

1. Archery Canada is the National Sport Organization dedicated to the promotion and development of all types of archery for all Canadians. AC supports the achievement of high performance excellence in archery and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with our Members, the Provincial/Territorial Archery Associations.
2. Among its responsibilities, Archery Canada seeks to facilitate and provide overall guidance and direction for the hosting of national and international archery competitions. Within this general program area, the hosting of major competitive events in Canada is an important activity that contributes directly to the success of Archery Canada's mission to develop excellence, participation and enjoyment of archery in Canada.
3. Archery Canada wishes to establish an appropriate policy to aid the successful bidding for and ultimate hosting of our Domestic Championships & Canada Cups as well as major international archery tournaments, and to avoid problems, which may arise from the launching of premature and unapproved initiatives.
4. The hosting of major events – both international and domestic – provides a range of benefits to the sport and its stakeholders. These include:
 - a. providing high quality domestic and international competitive experiences to further the development of excellence in Canadian archers;
 - b. developing event hosting capacity – to include organizational capacity, officials and infrastructure – across the country;
 - c. promoting the sport in general and stimulating public interest in elite archery;
 - d. enhancing the value of Archery Canada events and team properties for current and potential Archery Canada sponsors;
 - e. at some levels of competition, generating revenue to be used for further development of the sport; and
 - f. stimulating sport tourism, with the related economic benefits for local communities.

Purpose

5. The purpose of this operational policy is to provide direction and guidance for the scheduling and hosting of National Domestic and Major International archery events within Canada as overseen by the Archery Canada Events Sub-Committee. Archery Canada events typically will be organized by Archery Canada clubs in partnership with a Provincial or Territorial Member. This ensures that the

benefits of hosting accrue directly to entities within Archery Canada and contribute to the achievement of Archery Canada's mission. Archery Canada will award hosting rights based primarily on the ability of the designated organizing committee to deliver these benefits.

Definitions

6. The following terms have these meanings in this Policy:
 - a. **Domestic Event.** Domestic events are those whose rights belong to Archery Canada and are organized annually in a specified time period and which are hosted by a sanctioned Host Organizing Committee (HOC) (see definition below) – for example, the Canadian Championships. “Event” means the competitions and all the other elements of the organization included and/or linked therewith, such as official training, presentation and award ceremonies, official invitations, press conferences etc.
 - b. **Major International Event.** An international event requiring sanction by World Archery, World Archery Americas or other international association that is hosted in Canada;
 - c. **Local Organizing Committee (LOC).** The entity which takes on the effective hosting/ organizing organization of a World Archery event, based on delegation of the right to host by Archery Canada. In the case of Canada, the LOC will include a representative of Archery Canada and a Technical Delegate.
 - d. **Host Organizing Committee (HOC).** The organization within the hosting Archery Canada club or Member that is delegated the right to host/organize a national Domestic Event. The HOC will include a Technical Delegate
 - e. **Technical Delegate (TD).** A trained individual, approved by the Archery Canada Board of Directors or World Archery, who has the knowledge and experience required to provide guidance to the HOC on the organization and conduct of Archery competitions in accordance with current and approved rules and standards. The TD is the representative of Archery Canada, or sanctioning body, to the OC, and is the guarantor that a competition will be conducted in accordance with the Rules prescribed by the sanctioning body.
 - f. **Bid Document.** The presentation of the prospective LOC or HOC seeking sanction to host a Major International event or National Domestic Event. The Bid Document will capture all of the key planning elements including the proposed dates, venue, hotels, etc. It is also the opportunity of the prospective host to demonstrate their ability to successfully stage a quality event that will be held, and organized, within the norms set by AC and, where relevant, World Archery.
 - g. **Bid Sanctioning.** A competition is “sanctioned” when the LOC or HOC agrees to meet the criteria established by the sanctioning body and pays the associated fee.
 - h. **Organizer’s Event Manual (OEM):** A World Archery document created to advise and guide local organizing committees to deliver World Archery events to a consistent level.
 - i. **AC Event Hosting Manual:** An Archery Canada document created to advise and guide the HOC in delivering Archery Canada national Domestic Events to a consistent level.
 - j. **Organizing / Hosting Agreement:** an agreement or contract between the LOC or the HOC and the event sanctioning body, that is provided and signed once a LOC or HOC is awarded an event. It will identify conditions, fees, roles and responsibilities as well as identify timelines.

Domestic Events Bid Process

7. All Archery Canada Domestic Events are hosted by a Host Organizing Committee (HOC) on behalf of Archery Canada. A bidding process is used to select the HOC for each of Archery Canada's events through a process that is initiated at least two years in advance of the event, unless circumstances require otherwise.
8. Archery Canada has an identified nine (9) year rotation cycle for the hosting of the Outdoor Championships: Ontario, Manitoba Quebec, Nova Scotia, Saskatchewan, Prince Edward Island, British Columbia, New Brunswick, Alberta. This cycle, starting in 2022 will continue to be a basis for seeking a HOC for the Canadian Outdoor Archery Championships. Should a suitable bid not be received within the appropriate deadlines as set out, the Bid will be opened up to a broader pool of potential hosts to ensure the delivery of a quality event. For all other Domestic Events, a regional distribution of the event from year to year will be preferred.
9. For Winter/Spring events, in April of each year the Bid process will open for applicable Archery Canada Domestic Events with the request for Bid Document submission for events to be scheduled two (2) to three (3) years in advance. For Summer/Fall events, in October of each year the Bid process will open for those applicable Archery Canada Domestic Events. The Bid application will be circulated to all PTSOs and through the Canadian Sport Tourism Alliance network along with the AC Event Hosting Manual.
10. The received Bids for Winter/Spring events will be reviewed by the Archery Canada Events Sub-Committee the second week of January and the successful bids will be forwarded to the Archery Canada Board of Directors for approval at their January Board Meeting. Likewise, for Summer/Fall events, the bids will be reviewed by the Archery Canada Events Sub-Committee in July with the successful bid to be forwarded to the Archery Canada Board of Directors for approval at their August Board Meeting. In this manner, events will be assigned at a minimum of two to three years in advance.
11. The HOC for the successful Bid will be notified and provided with a Hosting Agreement to sign which will include a specific critical path for the event.
12. The Archery Canada Board of Directors will appoint a Technical Delegate for each Domestic Event in the October or January meeting preceding the event. The Technical Delegate will meet via teleconference with AC staff and members of the HOC on a regular schedule in the months leading up to the event.
13. The Technical Delegate will conduct a site visit with the HOC 4-5 weeks in advance of the event for the purpose of seeing the venues, targets and all other event logistical items. The purpose for coming at this time is to ensure the HOC has these items ready for the event, while still allowing enough time to adjust any last-minute logistics should it be required..

Long Range Hosting Plan for International Events

14. Because of the associated benefits, the hosting of international events is an important objective within Archery Canada's Strategic Plan. Accordingly, the Archery Canada Events Sub-Committee is assigned the responsibility for producing and keeping a current long-range Hosting Plan that projects event

hosting intentions for a planning horizon of a minimum of four years. This Plan will specify the type of event, the specific objective(s) to be achieved through hosting it and any preliminary steps that must be taken to permit hosting to occur.

15. The long-range Hosting Plan is to be presented annually at the Fall Events Sub-Committee meeting for discussion and approval and to the Archery Canada Board for ratification at their January meeting.

Major international Event Bid Process

16. As the hosting of such events in Canada has an impact on the reputation of Archery Canada as an organization and must align with our long term strategy, Archery Canada, as the national federation recognized by World Archery to govern the sport of Archery in Canada, reserves the right to provide official sanction to the holding of any major international Archery Event in Canada and the participation of Canadian athletes in such events.
17. Archery Canada welcomes initiatives by Provincial/Territorial Members, affiliated clubs and cities/communities interested in seeking to host a major international Archery Meet in any of the disciplines recognized by Archery Canada (Target Archery, Field Archery & 3D Archery) for either or both able bodied athlete and/or Para athlete participation, that could be sanctioned by World Archery or World Archery Americas.
18. Any major international Archery Events for which hosting is to be sought must fit within the developmental framework and resources for the sport as outlined in the Archery Canada Strategic Plan.
19. Archery Canada will ensure that Provincial/Territorial Members are advised of any future major international Archery Events which are scheduled and for which hosting bids are being sought. Members are encouraged to advise those cities/communities capable of hosting such major international Archery Events of these opportunities.
20. When Archery Canada is informed of the desire of a city/community to be included in the bidding process, it will take the necessary steps to supply all relevant initial or preliminary bidding information, including the establishing of a timetable by which bids may be accepted for Consideration.
21. Upon receipt of letters of intent for bids for a particular major international Archery Event , including a statement of support by the appropriate Provincial/Territorial Member, Archery Canada's Event Sub Committee will evaluate all requests in a timely manner, ensuring ample time for a bid to be submitted by the set deadline. Where two or more potential bids are under consideration, the sub committee will make its recommendations to the Archery Canada Board of Directors on the most suitable bid and, after Board approval, will assign an Archery Canada representative to be part of the LOC and bid process.
22. Archery Canada will supply the successful prospective LOC or Bid Committee with a statement of support to accompany their formal bid document.
23. For all prospective Bid applications, Archery Canada will, in addition to assessing the adequacy of the facilities and the financial viability of the proposed Host, award a high degree of preference to any

proposals for the establishing of a potential legacy, which should outline its implications for the longer term development of athletes, coaches and clubs in the area.

Jurisdiction

24. This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

Review and Approval

25. The Archery Canada Board of Directors and Executive Director shall review this policy every four (4) years.

Approved: April 7, 2020

Revision Approved: NA

Next Review: 2024