



**2022
YOUTH AND
MASTERS
PAN AM
CHAMPIONSHIPS**

BID PROCESS - 2022 YOUTH & MASTERS PAN AMERICAN CHAMPIONSHIPS

1. OBJECTIVE

Archery Canada is requesting and accepting expressions of interest for the co-hosting of the 2022 Youth & Masters Pan American Championships. The selected host will work with Archery Canada to put together a final bid to be submitted to our Continental Federation, World Archery America's for this event.

2. BACKGROUND

World Archery America's (WAA) is the Continental Federation of our International Federation, World Archery, and is responsible for continental events and training in the America's on behalf of World Archery.

Archery Canada is the National Sport Organization (NSO) for the sport of Archery in Canada.

Our Mission: To lead and empower our Members to develop excellence, participation and enjoyment of archery in Canada.

Our Vision: Through strong collaborative partnerships, sound professional management, and creation of an organization-wide culture of excellence, Canada is a nation of archers and consistent podium contenders.

There are 3 main disciplines in Archery, which allow for our sport to be practiced throughout the year, in both indoor and outdoor venues:

- 3D Archery - Where the archer shoots at a 3D Animal target, either indoors or outdoors.
- Field Archery - A hybrid of 3D and Target archery, where targets are set up in wooded areas or fields, with varying distances to highlight local terrain.
- Target Archery - The most well known form, where the archers aim for a target from a set distance

Archery Canada was founded in 1924, and currently has 9 Member Provinces and 2 Territories. Archery Canada is the owner, on behalf of our members, of the events.

3. PAN AMERICAN CHAMPIONSHIPS OVERVIEW

The Pan American Championships is a World Ranking Target Archery event, open to Archers across the Americas - North, Central and South America. This event has seen continuous growth over the years, which has led to the decision by World Archery America's to host two (2) separate Pan Am Championships, a Senior and a Youth and Masters version.

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The event Archery Canada and the selected host will be bidding for is the Youth and Masters Pan Am Championships.

This event will include three (3) equipment divisions - Recurve, Compound and Barebow, and be open to the following age categories:

- Junior (U20) - Men and Women
- Cadet (U17) - Men and Women
- Master (50+) - Men and Women

Each archery federation will be permitted to register up to (4) archers per gender per equipment category

4. TIMELINES

The final, collaborated bid to World Archery America's is due Oct. 14 2020. Therefore, for this event, Archery Canada is asking all interested Hosts to have their bids submitted no later than September 21 2020.

Following review by the Event's Committee and approval by the Archery Canada Board of Directors, the winning bid will be notified, and a joint bid will be submitted to World Archery Americas by Oct. 14 2020

5. BID PROCESS

Bid packages will be treated with confidentiality and as a 'closed' process, given the multitude of stakeholders and diverse interests which may be represented. Archery Canada reserves the right not to accept any of and/or all of the bids at its sole and unfettered discretion. While Archery Canada is seeking the best possible bid for this prestigious event, it is not obligated to accept the highest bid. As above, bids must be in the form of written presentation only. Site visits will be conducted by World Archery Americas in the lead up to the event, but it will not be included in the bid process. Archery Canada reserves the right to disseminate further information to all candidates throughout the bid process.

EVENT OPEN FOR BID

Event in which Bids are being requested: Youth & Masters Pan American Championships

Dates of Proposed Event: Dates are open as long as they meet the following guidelines:

Event to be held in Spring - Summer of 2022
Must be held in the first half of the month to not conflict with World Archery's event calendar

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Cannot be held on: April 1-5 2022 or June 19-23 2022 to avoid conflict with (2) other WAA events.

World Archery America's strongly encourages suggesting (2) different dates for the event to allow for flexibility within their schedule

The Host Committee will comprise of the following:

- Event Director
- (2) Technical Delegates - one appointed by WAA and one by AC
- Financial Manager
- Competition Manager
- Results Manager
- Sponsorship Manager
- Communications Manager - WAA will assign a Communications Manager

- **Average Participant Numbers:** 80-100. These numbers have varied based on locations and travel expenses. World Archery Americas predicts more than 100 international participants if hosted in Canada, as it is considered more accessible.
- **Average/Estimated # of accompanying team personnel:** 30-50 personnel
- **Average # of Spectators:** Unknown for this event. WAA says to anticipate maximum 500 people
- **Average # of Vendors:** Number unknown. Event is open to various vendors and sponsors, who will be permitted to set up booths for a fee.

VENUE INFORMATION

Below are the facility requirements as outlined by World Archery, for this event:

Each venue should:

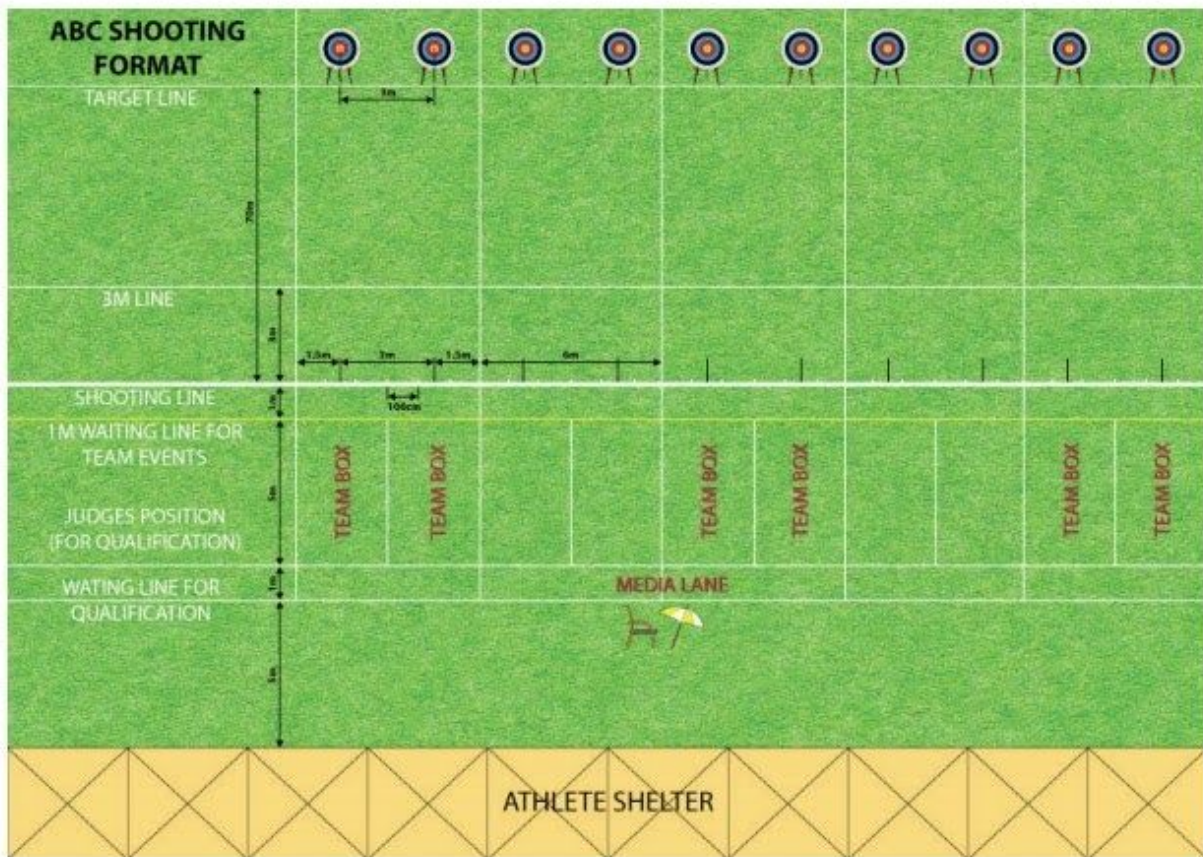
- Should be a venue that generates good impressions on archers and stakeholders, where they feel comfortable and safe
- Ideally would be a venue that showcases the host nation and/or city
- Easily accessible location for spectators and athletes

Competition Venue:

- Flat level space, not undulated, measuring a minimum of 120m X 200m for the competition. Can be shorter if venue has a sufficient safety wall
- A secondary flat, level space, measuring a minimum of 80m X 100m, to act as a warm-up or practice area. Should not be more than 200m away from the competition field.
- Can be in an existing stadium, sports field, or open park space
- Should have space to cater a large quantity of people - athletes, coaches, officials, volunteers, Staff, guests and spectators

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- Should have space to set up Tent Shelters, behind and running the length of the shooting line, for athletes, accredited officials, and judges.
- Competition field will need a clear distance of 50m - 60m behind the target line, for safety. If unable, a safety wall should be constructed behind the targets, at minimum 3m behind the target and 4m high, running the full length of the target line.
- Good drainage on field in case of inclement weather
- Shooting lanes should be orientated in the North-South direction (lengthways), with a tolerance of 20 degrees to avoid shooting into the sun
- Grass surface preferred
- Rough schematic of field of play set up below (image from World Archery)
- Ideally an area for equipment storage could be made available on site, allowing archers to store equipment at the venue, to free up space in transportation
 - If equipment storage is obtained, security will be needed overnight.
- Access to the venue must be accessible to all archers, able-bodied and disabled.
- Will need to be able to accommodate the Team Managers meeting, up to 30 people. This could either be in an available meeting room on site, or a dedicated space set up



HOTEL INFORMATION

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Archery Canada reserves the right to further negotiate all or parts of the following hotel offers as it sees fit. As outlined by World Archery, potential Host Hotels should meet the following criteria:

- A large drop off zone outside the entrance to allow for bus access for archer transportation
- Space in front foyer to set up a event welcoming/information desk
- Hotel rooms should have adequate heating and/or air-conditioning
- As most archery event personnel tend to eat all together to match the competition schedule it is advisable to separate food distribution, there should be standalone islands (serving stations) for drinks, salad bar and fruit or desserts to increase access and avoid queuing. There should also be a station for disposal of rubbish, dirty plates and cutlery or hotel staff will need to be warned to clear tables more frequently.
- Designated and secure area for event participants to put their bags/bows while they eat at the hotel restaurant to avoid having them lying around the restaurant area/entrance or on the tables and chairs while people dine
- Ensure there are wide doors and ramps for disabled access
- Storage for event personnel to leave their suitcases and any bow cases securely for those arriving before hotel check in times or who have checked out and have some time before their departure airport transfer
- Hotel should provide breakfast for all attending the event. Further meal details will be outlined below in Catering.
- Will likely need access to the following meeting spaces:
 - Editing Room: 12mx12m, 5 chairs, 3 tables, 2 access keys, 3 4-way power plugs, internet access, with wired access points
- As budgets will vary between Archery Federations, there may be multiple Official Hotels, that cater to various budgets.
- Below are the key terms in which World Archery uses for hotel booking:
 - **Single Room:** A room for a single occupant
 - **Double Room:** A room assigned for 2 persons, usually a couple, with one large bed
 - **Twin Room:** A room with two beds assigned for one or two people
 - **Queen:** A room with a queen size bed (152cm × 203cm) to be occupied by one or two persons.
 - **King:** A room with a king sized bed (193cm × 203cm) to be occupied by one or 2 persons.
 - **Double-double:** A room with two large double beds to be occupied by one or two persons.
- Below are the approximate number of rooms that should be made available at each hotel:
 - Single Rooms: 40
 - Twin Rooms: 60
 - Suites: 0
 - Single Rooms for Officials: up to 2
 - Double Rooms for Officials: up to 4
 - Single Rooms for WAA Staff: up to 4
 - Single Rooms for AC Staff: up to 3

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TRANSPORTATION INFORMATION

Airport Transportation, pick up and drop off will be required for this event. Airport transportation should be available, at minimum, (2) days before official practice and for one day following the finals. The airport transportation schedule will be “booked” by participants, based on provided travel information.

Airport transportation will need to be able to accommodate archers, archers equipment, and luggage, as well as team personnel. Archery Canada can provide a specific transportation schedule once registration opens, and travel information for participants is provided.

Additionally, transportation, to and from the venue, will need to be available for all official event days, and should be made available on unofficial event days, starting from the first official arrival date, to teams at an extra cost.

Transportation will need to be able to accommodate archers, and their equipment. Transportation will only be made available to participants staying in the official host hotels. The ground transportation booked will need to be booked for more seats than people to ensure we can accommodate equipment.

Potential hosts should anticipate transportation costs to be included in athlete and coach registration fees or hotel accommodation fees.

A Fleet of vehicles with qualified, insured drivers and a radio/mobile phone for each to give updates on journey progress or delays will be required. Fleet to include but not limited to as it is dependent on the number of hotels and event personnel:

- 1 car and professional driver for the World Archery Americas President
- 1 car and driver for the World Archery Americas Secretary
- 1 mini bus (a minimum 16 seats) for World Archery Technical Staff
- 1 mini bus (a minimum 16 seats) for the World Archery Judges/officials
- Minimum 2-3 buses to transport athletes, team managers, coaches and athlete equipment (bow, arrows and bags) between the airport, hotel and competition/practice venues.
- Meet and greet signs for all the committee representatives/volunteers to use at the arrivals hall and uniform to be easily identifiable by arriving event personnel. The use of a 60cm target face elevated on a pole or event logo has been successful previously. Please see below examples:



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As mentioned above, transportation on event days will be required for athletes and support staff staying at official hotels. Below is an example of a transportation schedule for an archery event:

Departure Time	Route	Athletes to Transport	Event Activities
07:45	Hotel to Qualification Venue	RM, RW & TM	Recurve 70m Qualification
11:45	Hotel to Qualification Venue	CM, CW & TM	Compound 50m Qualification
14:00	Qualification Venue to Hotel	RM, RW & TM	
17:00	Hotel to Qualification Venue	RM, RW & TM	Mixed Team Eliminations
19:30	Qualification Venue to Hotel	RM,RW,CM,CW & TM	
	18:00		

CATERING INFORMATION

Meals will need to be made available to archers, team personnel, judges and staffing for this event. Breakfast and Dinner should be made available at the official hotels, with lunch provided at the competition venue. Costs of catering and meals will be included in the accommodation rates.

If there is a menu choice, menus should be given at least 10 days prior to the event. The cost of service personnel should be included in the Food and Board costs

Special dietary requirements and allergies must be considered such as vegetarian, gluten, religious (halal, no pork, kosher), no nuts or cheese etc.

Refillable water bottle stations should be made available at the competition venues, in place of plastic water bottles. World Archery promotes handing out (1) bottle of water to archers to be able to re-fill on site, to help eliminate waste. Water distribution should come at no cost to the archers and those on the Field of Play.

6. ROLES & RESPONSIBILITIES OF WORLD ARCHERY AMERICAS, ARCHERY CANADA AND THE HOC

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Archery Canada will be responsible for the technical organisation of the archery event, with an appointed technical delegate from World Archery America's (WAA) and Archery Canada. Both will work with the HOC to ensure all installations and equipment are supplied and managed accordingly.

Additionally, World Archery America's will appoint up to eight (8) of Judges/Officials for this event. Accommodations, per diems, and travel expenses will be covered by are to be covered by Archery Canada and the HOC. The HOC may be asked to assist in securing/negotiating accomodation for the officials, and arranging local transport. World Archery America's will be responsible for the ordering and delivery of the medals, but the HOC should anticipate bearing the cost of the medals.

The **Host Organizing Committee**, will be responsible for the financial management, volunteer recruitment, and on the ground organization of the 2022 Youth and Masters Pan American Championships. Alongside Archery Canada, they will create and maintain communications on the event, and advertise where necessary. Both the HOC and Archery Canada will meet, at a minimum, electronically once a month, to discuss the organization and ongoing logistics related to this event.

A full detailed summary of Archery Canada and the HOC's responsibilities will be provided, alongside a critical path/timeline to the winning bid, within the Event Hosting Agreement.

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APPENDIX 1: EVENT SPECIFIC INFORMATION

Event Dates: Spring/Summer 2022

Access to Venue: Monday before event

Set-Up Days: Mon-Wednesday before event

Official Practice Day: Thursday of bidded weekend

Event Days: Friday - Sunday of bidded weekend

Tear Down and move out: Monday following event

REGISTRATION & FEES

Registration Fees will be determined between Archery Canada, and the awarded city. The fees will be proposed to World Archery Americas for approval. Registration Fees for this event are broken down as follows:

- Athlete Registration Fees
- Coach/Support Staff Registration Fees

Penalties: Archers and/or Coaches and support staff will be required to pay double the determined registration fee if they do not book at an official hotel for this event. They will not have access to the provided transportation.

Further penalties applied by World Archery Americas, that are to be paid to the Organizing Committee:

- If Entries are made after the registration deadline, approx 50 USD per person
- If Final Entries differ from preliminary entries by more than (4) Archers or officials, approx 150 USD per person
- If no preliminary entries were made before the deadline, but final entries are entered, approx 150 USD per person

ARCHERY CANADA & HOC WILL PROVIDE:

- Travel, accommodation and per diem expenses for up to 8 Continental Judges and the WAA Technical Delegate, supported by Sport Canada. Where possible, host hotel(s) should include a negotiated accommodation for judge rooms to offset expenses.
- Signage: AC Sponsorship signage, First aid flag, Equipment Inspection Flag, Registration Flag, True Sport Banners
- Access to National Championship website
- Access to the benefits of national sponsors where available and applicable

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- Preferred hotel chain rates based on current Archery Canada partners
- Translation of all necessary materials
- Scales and Chronometer for use by Officials
- Assistance with grant application preparation
- Officials for scoring and access to scoring platform

PRELIMINARY SCHEDULE

Sunday - Day One	Official Arrival Day Unofficial Practice (Hotel-Venue transport available by request at extra charge)
Monday - Day Two	Official Practice & Equipment Inspection for all equipment categories Team Managers meeting at venue
Tuesday - Day Three	Qualification Rounds - All Equipment Categories Mixed Team Eliminations Rounds (Until Semi-Finals)
Wednesday - Day Four	Individual Eliminations for all categories
Thursday - Day Five	Team Elimination (Until Finals) Award Ceremonies for all categories
Friday - Day Six	Individual and Mixed Team Finals Award Ceremonies for all categories
Saturday - Day Seven	Team Departures

VOLUNTEER AND MEDICAL REQUIREMENTS

Medical services will be required to be present at the venue at all times to provide medical coverage and assistance to all who are in attendance at this event. There should be, at minimum, one accredited and trained Doctor, Paramedic, and/or Nurse for the event. One or two people in the LOC should be appointed as the main contacts between the medical team and organizing committee.

The Medical/First Aid tent should be equipped with clear signage, a communication device and ideally one fully equipped and operational ambulance on site, with a backup on standby if patient transfer is needed. The tent should be 3m X 6m and able to fit 2 tables and 2 observation beds, as well as adequate chairs

Medical supplies that should be in the tent should include, but is not limited to:

- Defibrillator

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- Hand Towels
- Blankets
- Ice
- Bottle Water
- I.V. Fluids
- Thermometers
- Oxygen
- Trauma Suppliers
- General First Aid supplies
- Medication for acute cardiac care
- CPR Unit
- Wash Basin and soap

Anti-Doping

Anti-Doping will be conducted at this event and be coordinated with The Canadian Centre for Ethics in Sport (CCES). Where doping control takes place, the HOC will be responsible for providing the following:

- Chairs for approximately 15 persons to accommodate the number of athletes, athlete officials, sample collection personnel, escorts, etc. who will occupy the area.
- One (1) table where athletes can sign-in their arrival at the doping control station in the athlete arrival log.
- 50 bottles (500ml) individually sealed, non-caffeinated and nonalcoholic beverages, which includes a mix of natural mineral water and soft drinks (e.g. Fruit juices, Gatorade, 7-Up, Fanta, and Sprite)
- One (1) fridge or cooler is recommended to store the above mentioned drinks
- One (1) large rubbish bin to be emptied at the end of each day
- Ideally one (1) TV monitor with live video feed of the event, reading materials, etc. is recommended as it helps athletes relax.

Adjoining toilet facilities which should be large enough for the witness and the athlete to stand in together and be equipped with:

- facilities to allow the athlete to wash their hands
- Soap or hand wash, toilet paper, paper towels, Kleenex.
- Recommended: a shelf for safe placement of the vessel/sample pot
- Recommended: a large mirror (to aid the observation for the witness)
- At least one (1) toilet as a sample collection area. If possible, a separate sample collection area should be provided for each gender (female and male) being tested.
- Sufficient space is required to accommodate the Doping Control Officer and athlete in this area, to ensure that the Doping Control Officer can observe the source of the sample.
- Wheelchair accessible toilets are desired and mandatory for para-events.

If the CCES requires additional materials, the HOC and LOC will be notified in advance of the event.

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Volunteer Chaperones: Individuals will need to be recruited as volunteer Chaperones for doping control. Chaperones are responsible for athlete notification and should be available for training with the Doping Control Officer (DCO) at least one hour prior to the start of testing. One Chaperone per athlete is required and Chaperones must be of the same gender as the athletes to be tested and be over 18 years of age.

MERCHANDISE AND CONCESSIONS:

The venue will allow Archery Canada to set up kiosks for the sale of event related merchandise. All revenue generated from sale of event related merchandise will belong solely to Archery Canada.

All concourse food and beverage concession sales revenue on official practice days and event days will be split 75 venue / 25 Archery Canada unless otherwise negotiated.

SPONSORSHIP AND SIGNAGE

The HOC will be able to pursue sponsors for this event, and will work with Archery Canada as appropriate. Archery Canada reserves the right to offer sponsorship opportunities to Archery Canada sponsors, and will leverage its sponsors in support of the HOC as appropriate.

Sponsorship signage and other activation opportunities are at the discretion of the HOC.

Archery Canada will have the right to display its own signage, and will not display any signage that would conflict with HOC sponsorship.

Space will be made available at the venue for potential sponsor display booths and trade show opportunities. Such opportunities may be sold as potential revenue generation opportunities for the HOC. Archery Canada will retain the right to such a space in a prime location at no additional cost for the purposes of organizational promotion.

EVENT INSURANCE

The following types of insurance will need to be obtained for this event:

- Event Cancellation Insurance
- Public Liability Insurance
- Contents Insurance
- Venue Insurance
- Car Insurance

Archery Canada will assist in the procurement of these insurances.

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APPENDIX 2 - BID SUBMISSION PACKAGE

ORGANIZATION SUBMITTING BID INFORMATION:

Name of Applicant:

Contact Person:

Contact Phone:

Contact Email:

EVENT HOSTING HISTORY

Please list any major competitions (Nationals, Provincials, Regional events etc.) hosted in the past 3-5 years (Note: Prior hosting does not preclude awarding of the event)

VENUE INFORMATION

Please outline the proposed venue and how it meets the facility requirements:

- Name of Venue:
- Daily Rental Fee for competition venue
 - Is there a practice venue on site that is included, or will it be hosted elsewhere?
- Venue Address

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- Contact of Facility Representative
 - Telephone
 - Email
- Size of Competition Venue
- Seating Capacity at Venue
- Please outline amenities available at the Venue
 - Power available in venue
 - Power using generators
 - Washrooms
 - Accessible Washrooms
 - Wifi/Internet connection for HOC
 - Public Wi/Fi
 - Please outline max upload & download speeds if known
 - Parking - Free or paid. If paid, costs?
 - If paid, can complimentary passes be made available for Archery Canada?
 - Available Concessions
 - Can sponsored food / beverage be brought into the venue?
 - Is there space or area for setup of sponsor booths and kiosks?

VENUE MAP

Please provide a venue map outlining the set-up of courses, and all amenities that will be available for this event.

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HOTEL INFORMATION

Hotel Name

Address

Contact Name

Contact Number

Email Address

Hotel Website

Number and style of rooms

Number of Single rooms / rate

Number of Double rooms / rate

Rates guaranteed?

List of available meeting rooms

Will the hotel provide meeting spaces on a complimentary basis?

Fitness centre / pool available

Free Wifi?

Guest Parking

Is there a restaurant hotel?

Number of restaurants within 2km of hotel

BID SUBMISSION:

Please submit (1) electronic copy to :

Kylah Cawley

Program Coordinator

kcawley@archerycanada.ca

613-260-2113

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APPENDIX 3 - BID EVALUATION OUTLINE

Bidders will be assessed according to the following criteria:

	Criteria	Weighting
1	Facilities: This section will evaluate the proposed facilities and how they meet or exceed the requirements for this event . Travel time from Host Hotels and venues will also be assessed in this section.	30%
2	Operation Organization: This section will evaluate the ability of the host committee to meet operational and organizational needs for these events. This includes: Communication plans, official language support, technological operations, etc.	30%
3	Partnerships and Support: This section will evaluate the Host Committee’s already committed or potential support systems that are established. This may include, but is not limited to partners/stakeholders, governments, PTSO’s, clubs, etc.	15%
4	Competitor/Spectator Experience: This section will evaluate the outlined experience that will be provided to the competitors and spectators. This includes community	15%
5	Finance: This section will evaluate the degree to which the proposed financial model (revenues and expenditure) meets the demands of the competition. This includes a financial risk assessment. Opportunities for revenue share or support of a legacy grant in support of the Canadian Archery Foundation will be factored into the evaluation.	10%