



**2022 and/or
2023 Canada
Cup East**

BID PROCESS - CANADA CUP EAST

1. OBJECTIVE

Archery Canada is requesting and accepting expressions of interest for the co-hosting of the 2022, **OR** 2023 Canada Cup East. There is potential for a multi-year host of this event. This event is the Eastern Provincial version of our Canada Cup, therefore a host venue is being sought in any of the following Provinces: Ontario, Quebec, Prince Edward Island, Nova Scotia, New Brunswick, Newfoundland & Labrador.

2. BACKGROUND

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.

Archery Canada currently hosts the following events Annually:

- **National Championships**
 - 3D Outdoor Championships
 - 3D Indoor Championships
 - Field Archery Championships
 - Outdoor Target Championships
- **Regional Events:**
 - Canada Cup West (BC, AB, SK, MB, YT)
 - Canada Cup East (ON, QC, NS, NB, PEI, NL)

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3. CANADA CUP EAST OVERVIEW

Canada Cups are annual Target Archery events that run over a 4 day period. Historically the event has been the “kick-off” of the outdoor season, being held on the May long weekend, but can be held anytime up until Mid-June. The main objectives of the Canada Cups are as follows:

- To promote and increase regional competition for Archery in Canada
- To serve as a celebration of the sport of Archery and its community
- To provide an athlete centered environment that enables competitive personal best performances
- To potentially serve as one of the recognized criteria for:
 - International event selection
 - Athlete and coach identification

The Canada Cup East consists of one (1) 720 Target qualification round, Individual Match Play, and Mixed Team Match Play. The 720 Qualification round will be used to determine the archers qualifying positions for Individual Elimination Matchplay, as well as their team assignments for the Team Match Play. The HOC will have the option of hosting an optional 720 round, with a separate registration fee, before the start of the event if desired.

The Canada Cup will be open to the following Age and Equipment Classes:

- Recurve Men and Women – Cadet to Master Age Classes
- Compound Men and Women – Cadet to Master Age Classes
- Barebow Men and Women – Cadet to Senior Age Classes

4. TIMELINES

Archery Canada outlines the overall timeline for Hosting in our Championship Hosting Policy, https://archerycanada.ca/wp-content/uploads/2019/06/FINAL_Event-Hosting-Manual-wcover.pdf. Due to current time frames, the following timeline for this event is outlined below

- The 2022 Canada Cup East bid application will be circulated to all archery PTSO's and through Sport Tourism Canada's network, alongside the AC Event Hosting Manual.
- Completed Bid Packages should be submitted to Archery Canada by **FRIDAY APRIL 9th 2021**
- The received Bids for this event will be reviewed by the Archery Canada Events Sub-Committee by the end of April 2021 and the successful bids will be forwarded to the Archery Canada Board of Directors for approval at their next Board Meeting. 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.
- The Archery Canada Board of Directors will appoint a Technical Delegate for each Domestic Event in their board meeting. 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.
- 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.

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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. A site visit will only be conducted in the lead up to the event, and not part of the bid process, where Archery Canada will be responsible for all related expenses for travelling staff. 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: **Canada Cup EAST**

Dates of Proposed Event: **Anytime from the May Long Weekend to Middle of June 2022**
May 22 - June 19th Time frame

Overview of Event

Please see Appendix 1 - Event Specific Information (P. 8) and venue information (p.4) for all information specific to this event

Note: This event in the past has only been held in the Western Provinces. The 2022 Canada Cup East will be the inaugural event. Overview numbers below are based on participation at the Western Event.

- Average Participant Numbers: 75-100
- Average/Estimated # of accompanying Family: Approx. 50% bring family
- Average # of Spectators: Family members above

Potential bidders should clearly answer and outline the following in their bid proposal:

- Is the bid flexible with the year (would you be interested in hosting in the following year if not awarded the year as outlined?)
- Have you notified the Provincial Archery Association of the Bid? Technical knowledge will be needed to host this event, and partnership or support from the PTSO or local club will be required. Technical aspects of the event should be addressed in the bid proposal.
- 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)

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VENUE INFORMATION

Below are the facility requirements for this event:

To see the full field of play layout, please reference the Archery Canada Rule Book 2, Ch. 7 Field of Play Set-up Target Rounds(p.58) : <https://archerycanada.ca/resources/rules-book/>

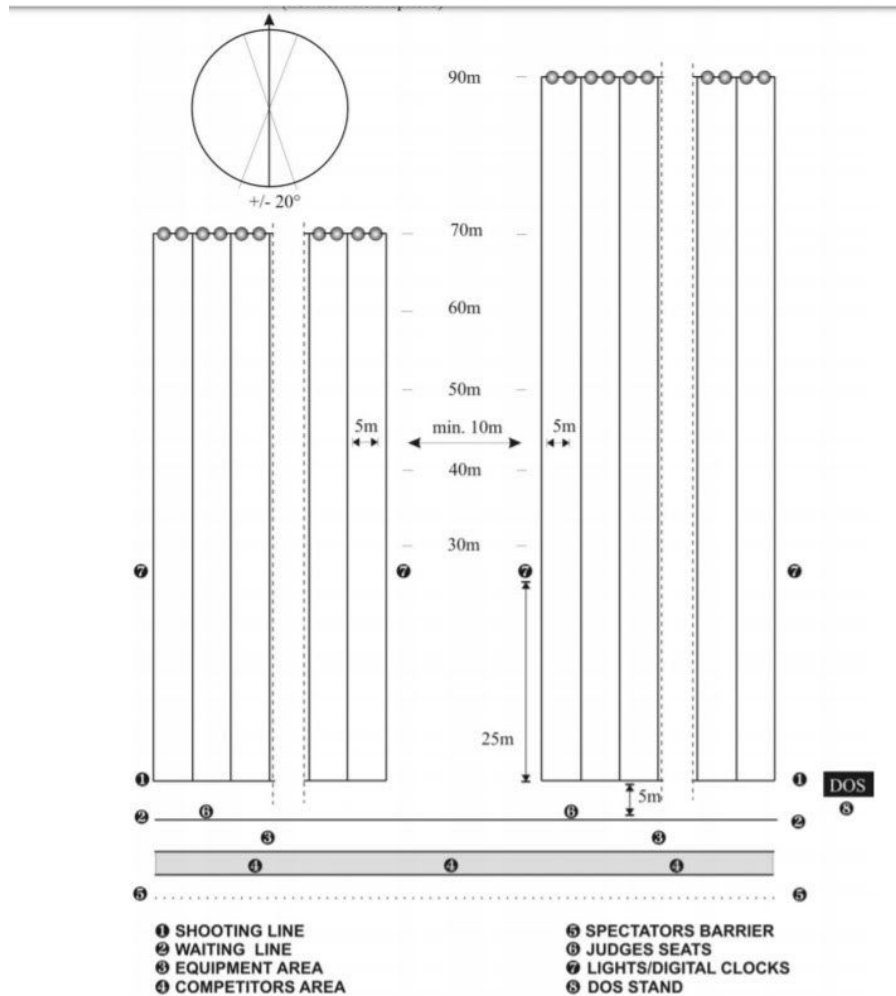


Image 1: Range Layouts

For this event, the furthest target will be set at 70m, and the shortest at 50m. When setting up the Field of Play, every effort should be made to have the shooting lanes facing North, to allow for the best environmental set up based off the sun. Exceptions can be made upon review and approval.

Spectators at this event generally bring their own shade tents and chairs. They are only permitted to be set up outside the Competitor's Area, with a Spectator barrier set up to allow for correct traffic flow

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The Director of Shooting (DOS) Stand should be placed in the middle of the field, in line with the shooting area. Typically a small stage, or at least (2) folding tables will suffice, with a table for DOS equipment. The DOS will require a microphone and speaker system to make announcements to the archers if/when needed.

Three tents should be set up at the entrance to the Field, one for Athlete Registration, one for Equipment Inspection, and one for First Aid. The tents need to be large enough to hold a 6ft table, with 2 chairs, or beds in the First Aid Tent. A separate Judge's tent should be set up, to allow for judges to have a safe space to store their belongings. This can be situated next to the DOS stand.

Please outline the following information for 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
- Contact of Facility Representative
 - Telephone
 - Email
- Size of Competition Venue
- Seating Capacity at Venue
- Please outline amenities available at the Venue
 - Indoor Venue: Heating System
 - Indoor Venue: A/C System
 - Power available in venue
 - Power using generators
 - Washrooms
- Accessible Washrooms
- Wifi/Internet connection for HOC
- Public Wi/Fi
 - Please outline max upload and 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

Archery Canada reserves the right to further negotiate all or parts of the following hotel offers as it sees fit. For this event Archery Canada will need at least (3) rooms set aside for staff and officials, as well as a block of 30 rooms a night for participants to book. Potential bidders should outline the following:

- 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?
- Fitness centre / pool available
- Free Wifi?
- Guest Parking
- Is there a restaurant hotel?
- Number of restaurants within 2km of hotel

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6. ROLES & RESPONSIBILITIES OF ARCHERY CANADA AND HOC

Archery Canada will be responsible for the technical organization of the archery event, through an appointed technical delegate, and will work with the HOC to ensure all installations and equipment are supplied and managed accordingly.

Additionally, Archery Canada will appoint up to 2 National Judges/Officials for this event. We will work with the PTSO to have another 1-2 Provincial Level judges support this event. Accommodations, per diems, and travel expenses will be covered by Archery Canada. The HOC may be asked to assist in securing/negotiating accommodation for the officials, and arranging local transport.

The **Host Organizing Committee**, will be responsible for the financial management, volunteer recruitment, and on the ground organization of the Canada Cup East. 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.

BID SUBMISSION:

Please submit (1) electronic copy to :

Kylah Cawley
Program Coordinator
kcawley@archerycanada.ca
613-260-2113

Deadline for Bid Submission is: **Friday April 9th 2021**

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APPENDIX 1: EVENT SPECIFIC INFORMATION

Event Dates: Any weekend from May Long Weekend to Mid June

Access to Venue: Thursday Morning before the event start

Set-Up Days: Thursday of the proposed weekend

Official Practice Day; Official Practice is held each day before the start of the day's events. A specific day is not needed

Event Days: Any weekend from May Long Weekend to Mid June

Tear Down and move out: Afternoon of Final Day

HOSTING FEES:

The selected hosts should anticipate the following hosting fees:

- \$250 Host Sanctioning Fee + \$10.00 per archer from the registration fees to be paid to Archery Canada through the National Registration System
- Complimentary Tickets to social events for National Judges officiating the event.

REGISTRATION FEES:

Archery Canada has set the following fees for the Canada Cup East, from which the \$10 per archer fee will be retained by Archery Canada:

- Registration Fees (closes a week prior):
 - Early Bird Registration (Ends 5 weeks prior): \$90.00 +\$20.00 if an “optional 720 round” is held by Hosts
 - Regular Registration (closes 2 weeks prior): \$100 + \$20 for the optional 720
 - Coach Credentials: \$15

Note: The Host Organizing Committee may request a reasonable adjustment to registration fees up to the publication of the fee's on the event website or National Registration system.

ARCHERY CANADA WILL PROVIDE:

- Appointment of Technical Delegate for each Championship
- Travel, accommodation and per diem expenses for up to (2) National Judges and the Technical Delegate for each Event, 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 and National registration system
- Access to the benefits of national sponsors where available and applicable
- 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

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- Championship medals

PRELIMINARY SCHEDULE

Day	Time	Activity
Thursday (Optional)	12:00 pm – 5:00 pm	Open Practice & Equipment Inspection
1 – Friday	8:00 AM – 12:00pm	Official Practice and Equipment Inspection
	1:00 pm – 4:00 pm	Official Practice and Equipment Inspection Optional 720 Round*
2 – Saturday	8:00 am – 12:00 pm	Qualification Rounds for Recurve, Compound, Barebow
	1:00pm – 6:00 pm	Match Play
3 – Sunday	8:00 am – 12:00 pm	Mixed Team Match Play
	1:00 pm – 6:00 pm	Medal Rounds
4 – Monday	All Day	Participants Depart

VOLUNTEER AND MEDICAL REQUIREMENTS

Athletes competing at the Canada Cup East deserve appropriate medical care, in case of injury and/or illness as well as preventative care. Ideally local health professionals will be onsite to provide leadership for this event. An appropriately trained and qualified first aid provider will be required onsite, and must be available at all competition venues while competitions are in progress and in order to provide initial care to the injured persons.

The Canadian Centre for Ethics in Sport may choose to conduct Anti-Doping Testing at this event. Where doping control takes place, the HOC will be responsible for providing the following:

- Volunteer Chaperones
- Facilities - Accessible washrooms must be available
- Beverages for testing - must be sealed non-alcoholic and non-caffeinated beverages
- Parking

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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.

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.

ARCHERY CANADA SPONSOR DELIVERABLES

Venue will allow sponsors of Archery Canada to set up kiosks which may include serving and brewing food or beverage products for sale.

Current Archery Canada National Partnerships Lists and Protected Categories:

- Government of Canada
- Gadar Promotions: Promotional Products Supplier
- Colosso Vision Streaming Provider
- Cool Canuck / Techniche National Team Athlete Uniform Provider
- DataCore Fund Services National Team Sponsor
- Verona Real Estate Group National Team Sponsor
- Choice Hotels Hotel Partner
- Uniglobe CBO Travel Partner

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APPENDIX 2 - 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. Bidder should demonstrate the technical expertise that will be brought to the event, whether through local archery resources or other resources. This includes: Communication plans, official language support, technological operations, etc.	30%
3	Partnerships and Support: This section will evaluate the Host Committee's 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.	15%
5	Finance: This section will evaluate the degree to which the proposed financial model (revenues and expenditures) demonstrates the demands of the competition. This includes a financial risk assessment	10%

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APPENDIX 3 - Provincial/Territorial Archery Organization Contacts

Technical knowledge will be needed to host this event, and partnership or support from the PTSO or local club will be required.

Province	Provincial Association	Main Contact
Ontario	Ontario Archery	Robert Piette - President president@archeryontario.ca Kevin Stroud - Administrator administration@archeryontario.ca
Quebec	Federation de Tir a l'arc Canada	Gabriela Cosovan - Executive Director gcosovan@tiralarcquebec.com
New Brunswick	Archery New Brunswick	Kevin Booker - President kabooker1@gmail.com Kevin Fisher - Executive Director fisherhill@nb.sympatico.ca
Nova Scotia	Archery Nova Scotia	Melanie Lefler - President melanie.lefler@gmail.com Emily Nickerson - Administrator Sport Nova Scotia enickerson@sportnovascotia.ca
Prince Edward Island	PEI Archery	Duncan Crawford - President dcrawford@maritimemosquito.com
Newfoundland & Labrador	N/A	Please contact Kylah Cawley at Archery Canada: kcawley@archerycanada.ca