



Hosting application for the 2027/2028 3D ASA Indoor Championships

Archery Canada is seeking host clubs who are interested and capable of hosting the annual 3D ASA Indoor Championships in 2027 and/or 2028, with flexibility to host or alternate hosting for multiple years. Requirements are outlined below. Archery Canada will work with the selected PTSO or Host Club(s) to manage registration for this event.

What is the 3D ASA Indoor Championships:

The Canadian 3D ASA Indoor Championships are normally held over a weekend in Mid-March. The Canadian 3D ASA Indoor Championship is an annual event that brings the 3D Targets indoors, with the use of varying distances and various foliage to add to the complexity of the course. The event will be held alternately each year following ASA or Canadian 3D rules.

The main objectives of the 3D ASA Indoor Championships are:

- To act as a mechanism for the declaration of Canadian Champions
- To promote and increase visibility of 3D Archery in Canada
- To serve as a celebration of the sport of Archery and its community

The Canadian 3D ASA Indoor Championships consists of 3 rounds of 20 targets, with a shoot down finals, following the completion of all three rounds. The event often features a special activity to further engage archers in a fun and competitive event.

Facility Requirements – Canadian Indoor 3D Championships

The Host Organizing Committee must secure an indoor venue capable of supporting a full Canadian Indoor 3D Championship environment, including three (3) 20-target courses, a shutdown finals area, athlete services, spectator flow, sponsor visibility, and safe operational logistics.

The facility must meet the following minimum requirements:

1. Course Capacity & Shooting Space

The venue must be able to accommodate, at a minimum:

- Three (3) separate 20-target courses (60 targets on the floor at one time), with overall event planning capacity for approximately **80 total 3D targets** (including spares, alternates, and shutdown targets).
- Courses must accommodate both short and long distances, up to a maximum of **45 metres**, plus sufficient room for:
 - shooters and their equipment,
 - safe waiting areas,
 - officials and scoring, and
 - spectator viewing zones.

Minimum required course footprint:

- Three (3) spaces, each measuring approximately:
25 m wide x 55 m deep x 4 m high

A single large space may be able to accommodate all three courses; however, **three separate spaces are preferred** to improve athlete flow, safety, and overall event experience.

2. Target Inventory & Logistics (Delta McKenzie)

The event requires approximately **80 Delta McKenzie 3D targets**, including:

- 60-80 targets used across the three (3) 20-target courses
- additional targets for:
 - shutdown / finals,
 - replacement targets,
 - damaged target contingency, and
 - optional warm-up or demonstration targets.

The facility must support:

- safe and secure target storage (including overnight),
- target staging areas,
- vehicle access for loading/unloading and set-up,
- a durable floor surface appropriate for target placement and movement.

3. Shutdown / Finals Feature Area

The venue must include a dedicated area suitable for the **shutdown finals**, including:

- a clearly defined shooting lane and safe backstop considerations,
- athlete staging and marshal space,

- officials and scoring table space,
- space for event branding and sponsor signage.

The venue must also support **spectator seating** in this area, with capacity appropriate to expected attendance.

This space should be planned as a “feature area” and separated from course congestion where possible.

4. Registration & Athlete Services Areas

The venue must provide a dedicated registration space (or equivalent enclosed area), including:

- check-in and credentialing tables,
- space for participant packages,
- line-up space without obstructing traffic flow.

The venue must also provide adequate space for:

- event administration and event office functions,
- results posting / information boards,
- secure storage for event materials (preferred).

5. First Aid & Safety Requirements

The facility must provide a designated **First Aid space** that is:

- clearly marked and accessible,
- private enough for basic assessment and treatment,
- located near primary athlete and spectator flow
- AED and first aid supplies
- Minimum of a Certified first aid/CPR/AED volunteer

The venue must also meet basic safety requirements, including:

- clearly marked exits and emergency routes,
- compliance with all local fire and occupancy regulations,
- safe spectator separation from shooting lanes,
- emergency vehicle access.

6. Course Theming & Outdoor Simulation Experience

The Indoor 3D Championships are intended to simulate an outdoor 3D experience. The facility must allow for reasonable course decoration and theming, such as:

- trees, brush, or forest-style elements,
- rock or terrain-style features,
- lighting and atmosphere enhancements,

- course signage and sponsor integration.

Course decoration must not interfere with shooting lanes, safety, sightlines, or target access.

7. Electrical, Sound, and Internet Requirements

The facility must provide sufficient electrical access to support:

- event sound system (announcements and shutdown production),
- scoring and results systems,
- livestream production equipment (where applicable),
- sponsor/vendor booth power requirements (if applicable).

Reliable internet access is required, suitable for event operations and livestreaming where implemented.

8. Additional Venue Features (Preferred)

While not mandatory, venues are strongly preferred that can also provide:

- spectator seating beyond the shutdown area,
- vendor / exhibitor space,
- warm-up range space (where safely possible),
- accessible washrooms and barrier-free access,
- convenient parking and unloading access,
- nearby food services or on-site concessions.

Hosting & Revenue Partnership Model

Archery Canada is moving to a modern hosting model that supports long-term event sustainability for both the Host Organizing Committee and the National Federation.

Going forward, Archery Canada events will operate under a **shared revenue partnership model**, designed to:

- ensure national events are financially sustainable,
- allow hosts to maintain strong local fundraising and sponsorship opportunities, and
- reinvest event revenues into athlete and event development.

Revenue Streams Included in the Partnership

For the purposes of the bid and hosting agreement, event revenues may include:

- Registration fees collected through the National Registration System
- Event merchandise (including pre-orders and on-site sales)
- Fundraising activities (raffles, auctions, banquet add-ons, etc.)
- Sponsorship and advertising revenue (local and national)
- Optional event add-ons (practice fees, banquet tickets, spectator passes, etc.)

Revenue Split Principles

Archery Canada and the Host Organizing Committee will share event revenues based on an agreed split established during the hosting agreement process.

Archery Canada's goal is to ensure:

- the Host Organizing Committee remains financially incentivized,
- Archery Canada's event delivery costs are fully covered, and
- both parties benefit from event growth.

Sponsorship Model

Hosts are encouraged to pursue local sponsors and are permitted to retain a **greater percentage of host-sold sponsorship revenue**, particularly where the sponsor is directly tied to a cost-neutral event feature. (e.g. **Live stream sponsorship**, where sponsor revenue offsets streaming production costs)

Where host-sold sponsorship directly funds an event feature, Archery Canada's revenue share may be reduced accordingly, provided the feature becomes cost-neutral.

Host Bid Requirement (Financial Plan)

As part of the bid submission, applicants must provide a simple projected budget including:

- expected participation numbers,
- proposed registration fees,
- planned fundraising and merchandising,
- sponsorship plan (including any feature-based sponsors), and
- anticipated hosting expenses.

Archery Canada will work collaboratively with the selected host to finalize:

- registration fee structure,
- revenue split model, and
- sponsorship categories and inventory.

Preliminary Schedule:

This schedule is subject to change, and will be finalized once registration closes.

Day	Time	Activity
1 – Friday	1:00 pm – 4:00 pm	Official Practice and Equipment Inspection

2 – Saturday	8:00 am – 12:00 pm	Round 1
	1:00pm – 6:00 pm	Round 2
3 – Sunday	10:00 am – 4:00 pm	Shoot-Up

Bid Submissions:

Bids must be in the form of a written presentation only following the format outlined. A site visit may be conducted prior to the acceptance of the bid either in person or through virtual tour, and again in the lead up to the event. The expenses of In person site visits will be the responsibility of Archery Canada. Archery Canada reserves the right to disseminate further information to all candidates throughout the bid process.

Interested Bid Institutions must have initiated a partnership with either the Provincial PTSO or a local club, if submitting a bid for this event. Archery Canada will facilitate contact with the PTSO at the request of the Bidding Organization.

Applications must be submitted electronically by April 30 to Archery Canada. Applications should include the following:

- Completed Bid Application
- Letter of support from PTSO

The application will provide details on the Organizing Committee, venue information, hotel information, and possible funding that can be secured

All bids will be received by the Program Coordinator, and reviewed by the Archery Canada Events Committee. If interested, or have any specific questions, please contact the Program Coordinator, Priyanka Dhanie, at pdhanie@archerycanada.ca

Bid Evaluation

Archery Canada will nominate 5 members of the Events Committee to review all bids. Each member will review each bid application and score each topic individually (see appendix 4).

	Criteria	Weighting
1	Facilities: This section will evaluate the proposed competition 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: This section will evaluate the ability of the host committee to meet operational and organizational needs for these events. This includes:	30%

	Accommodations for participants and officials, Communication plans, official language support, medical, site security, technology (internet, electrical, radio), official languages.	
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 special events, optional events, etc.	10%
5	Finance: This section will evaluate the degree to which the proposed financial model (revenues and expenditure) demonstrates the demands of the competition. This includes a financial risk assessment.	10%
6	Legacy: Archery Canada encourages event organizers to consider the impact of the event beyond the actual days of competition and look at possible legacy of hosting this event in the community in such a way that it will have a long-term positive impact for the community and the sport.	5%

ASA Championships Applicant Information

2027 2028

Host Organization / LOC Name: _____

Primary Contact Name: _____

Title/Role: _____

Email: _____ Phone: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

Proposed Event Name: _____

Proposed Dates: _____

1. Facilities

This section evaluates the proposed competition facilities and how they meet or exceed event requirements. Travel time from host hotels to venues will also be assessed.

1.1 Venue Information

Name of Venue: _____

Venue Address: _____

Daily Rental Fee (Competition Venue): _____

Additional Venues if more than 1:

1.2 Practice Range

Is there a proposed practice range in the competition venue? Not mandatory.

Yes No

1.3 Venue Specifications

Size of Competition Venue (dimensions or total area): _____

Seating Capacity: _____

Additional Venues if more than 1:

1.4 Venue Layout & Event Structures

Please attach a diagram of the proposed venue setup (rough).

Diagram Attached

Please describe the availability/location of the following:

- Athlete check in: _____
- Announcer: _____
- First Aid tent/room: _____

- Scoring tent/room: _____

1.5 Targets & Equipment

Target brand proposed: _____

Targets to be used:

- New Used Mix of New/Used

Brand: _____

1.6 Washrooms

Washrooms available: _____

Accessible washrooms available: Yes No

1.7 Internet & Connectivity

Wi-Fi/Internet connection available for HOC:

- Yes No

Public Wi-Fi available for spectators:

- Yes No

Details: _____

1.9 Parking

Parking available:

- Free Paid

If paid, cost: _____

If paid, can complimentary passes be provided for Archery Canada?

- Yes No

1.10 Storage

Storage facility available on-site:

- Yes No

Details: _____

1.11 Venue Amenities

Please outline any other amenities available at the venue:

Available concessions:

Yes No

Can sponsored food/beverage be brought into the venue?

Yes No

Space for sponsor booths/kiosks:

Yes No

2. Operations

This section evaluates the ability of the host committee to meet operational and organizational needs, including accommodations, communications, official languages, medical, security, and technology.

2.1 Local Organizing Committee (LOC)

Who will be the competition organizing committee for the event, and what is their background/experience?

2.2 Accommodations

Proposed host hotel(s):

Hotel address/location(s):

Approximate travel time to venue: _____

2.3 Medical Services

What type of medical services will be provided (First Aid, EMT, on-site staff, etc.)?

2.4 Security & Access Control

Please describe the security plan and access control measures at the venue(s):

2.5 Official Languages

Please describe your official language plan for the event (bilingual communications, signage, announcements, volunteers, etc.):

3. Partnerships and Support

This section evaluates the host committee's committed or potential support systems (partners, stakeholders, government, clubs, etc.).

3.1 Government & Institutional Support

Have you received any commitments from local, regional, provincial, or federal governments or institutions?

Yes No

If yes, please describe and attach letters of support if available:

Letters Attached

3.2 Club & Volunteer Support

What support has been arranged with local clubs or volunteer groups?

4. Competitor & Spectator Experience

This section evaluates the experience provided to competitors and spectators, including communications, media, VIP hosting, and additional activities.

4.1 Spectator Attraction & Communications

Please outline your communication plan to attract spectators:

4.2 VIP & Sponsor Hosting

Are there opportunities to host VIPs and sponsors (hospitality area, seating, receptions, etc.)?

Yes No

If yes, please describe:

4.3 Additional Activities

Do you intend to organize any additional activities related to the event? (Check all that apply)

- BBQ / Banquet
 Trade show
 Try Archery booth
 Community engagement event
 Other: _____

Details: _____

5. Finance

This section evaluates the financial model, including revenues, expenditures, and risk assessment.

5.1 Operational Budget & Risk Assessment

Please attach a proposed operational budget and include a financial risk assessment.

- Budget Attached
 Risk Assessment Attached

Summary (optional):

5.2 Archery Canada Officials Accommodation

Will the LOC be able to provide accommodation for:

- 1 Archery Canada judge

- 1 scoring staff

Yes No

If no, please explain:

5.3 Sponsorship & Fundraising

Please outline your sponsorship and fundraising plans:

6. Legacy

Archery Canada encourages event organizers to consider the impact of the event beyond the days of competition and identify the long-term legacy for the community and the sport.

6.1 Legacy Outcomes

What type of legacy will this event leave at the local, regional, provincial, and national level?

6.2 Host Community Rationale

Why should Archery Canada select your community to host this event?
