

REQUEST FOR PROPOSAL – CANADA CUP EAST

1. OBJECTIVE

Archery Canada is requesting and accepting expressions of interest for the hosting of the Canada Cup East for 2024 and/or 2025. There is potential for a multi-year host of this event, however it is preferred that the Cup take place in a different location from year to year. This event is a regional competition that is held in the east of Canada, 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, 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. It is incorporated under the Canada Not-for-profit Corporations Act with a volunteer Board that leads the organization and staff who manage the activities of the organization in any particular area or on a day-to-day basis.

Our Mission: To lead and empower 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.

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.

Archery is an accessible sport for all ages, gender and abilities using different styles of equipment for competitive and recreational sport. With its background as a weapon and tool for hunting, Archery grew into a sport now enjoyed widely around the world.

Archery Canada currently is the rights holder for the following events annually:

- National Championships
 - 3D Indoor Championships
 - 3D Outdoor Championships
 - Field Archery Championships
 - Outdoor Target Championships

- Regional Events:
 - Canada Cup West (BC, AB, SK, MB, YT, NT)
 - Canada Cup East (ON, QC, NS, NB, PEI, NL)

3. CANADA CUP EAST OVERVIEW

The two Canada Cups are annual target archery events that run over a 3 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 event was first launched in 2022 and has been growing in the post-pandemic world. It is open to any able-bodied and athlete with a disability who is a registrant of Archery Canada along with registered archers from Member countries of World Archery Americas.

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
- To introduce/provide an opportunity for developing archers to participate in team rounds

Previous Editions:

- 2022 – Quebec City, QC: 64 participants from 8 provinces and the US
- 2023 Laval, QC: 120 participants from 4 provinces and the US

Participants:

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

- Recurve Men and Women – U18, U21, 21+, 50+
- Compound Men and Women – U18, U21, 21+, 50+
- Barebow Men and Women – U18, U21, 21+, 50+

The event attracts elite archers from across Canada and the US including former Olympians and international competitors.

Format

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 host can choose to organize an optional round to be competed on the Friday afternoon of the event. The host may also choose to hold a social event on either the Friday or Saturday evening.

Hosts are encouraged to promote the event for public and to offer try-archery sessions to engage interest in the sport.

Schedule:

- Day 1 (Friday): am – Official Practice and equipment inspection;
pm – Official Practice and equipment inspection;
pm – optional 720 round
- Day 2 (Saturday): am – Opening ceremonies followed by 720 Qualification Round;
pm – Mixed Team Round.
- Day 3 (Sunday): am - Individual Elimination
pm - Medal Match Rounds followed by awards ceremonies and closing

4. TIMELINES

Archery Canada outlines the overall timeline for Hosting in our Championship Hosting Policy, <https://archerycanada.ca/wp-content/uploads/2020/04/Championship-Hosting-Policy-.pdf>. Due to current time frames, the following timeline for this event is outlined below

- The 2024 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.
- **Bids are to be submitted to Archery Canada by September 15, 2023.**
- The received Bids for this event will be reviewed by the Archery Canada Events Sub Committee the last week of September 2023 and the successful bids will be forwarded to the Archery Canada Board of Directors for approval at their Board Meeting in late September. The HOC for the successful Bid will be notified by October 1st 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 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.

5. Bidding Committee Commitments

The following commitments from a potential bidder are required. If the potential host community cannot respect the following mandatory commitments, your bid will be refused:

- Bid application with answers to all questions and all requested appendices;
- Signature of the bid committee in appendix (i) of the Bid application*;
- Commitment letters signed by Bid institution (University, Tourism Office or Municipality) stating the type of support they will offer for the event if applicable;
- Support letter signed by the provincial or local sport organization;

Bid communities accept that their responses to the bid application be made public at the discretion of Archery Canada after the nomination of the hosting community;
Add other required commitments.

6. 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.

Bids must be in the form of a written presentation only. 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.

Please submit the completed appendices by September 15, 2023 to the attention of:

Karl Balisch

Executive Director

kbalisch@archerycanada.ca.

7. 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: Accommodations for participants and officials, Communication plans, official language support, medical, site security, technology (internet, electrical, radio), official languages.	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	10%

	experience that will be provided to the competitors and spectators. This includes special events, optional events, etc.	
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%

APPENDIX 1: EVENT SPECIFIC INFORMATION

Event Dates: preferred dates 3rd to 4th weekend of 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.

Tear Down and move out: Afternoon of Final Day

HOSTING FEES:

The selected hosts should anticipate the following hosting fees:

- \$500 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 (see above) will be retained by Archery Canada:

Early Bird Registration (Ends 6 weeks prior): \$100.00

Regular Registration (closes 2 weeks prior): \$120.00

Coach Credentials: \$20

Optional 720: LOC discretion. Recommended \$25.00

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.

SCHEDULE:

Day 1 (Friday): am – Official Practice and equipment inspection;

pm – Official Practice and equipment inspection;

pm – optional 720 round

Day 2 (Saturday): am – Opening ceremonies followed by 720 Qualification Round;

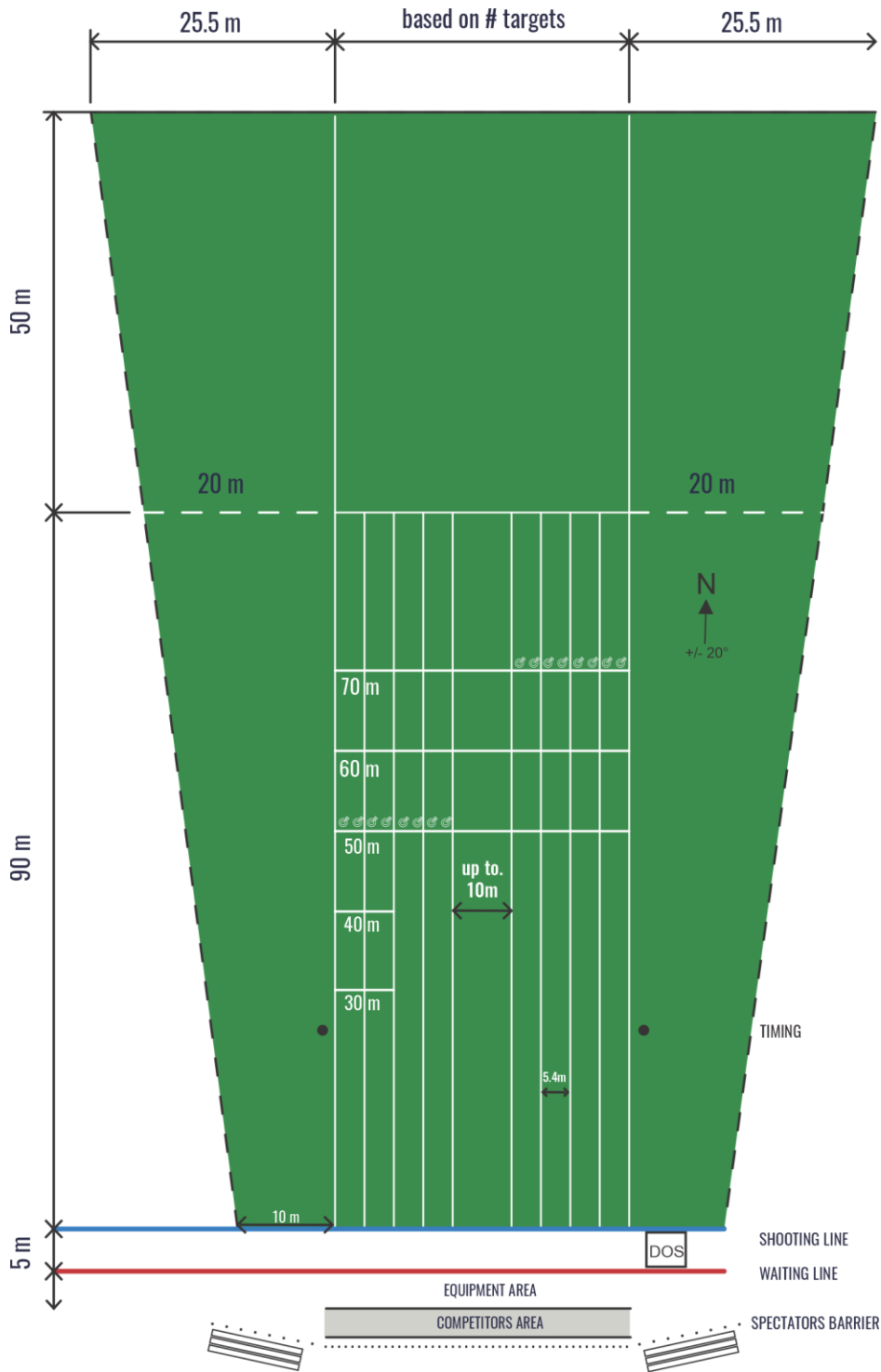
pm – Mixed Team Round.

Day 3 (Sunday): am - Individual Elimination

pm - Medal Match Rounds followed by awards ceremonies and closing

Appendix 2 – Facility Requirements

Below are the facility requirements for this event:



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 setup based on the sun. Exceptions can be made upon review and approval.

Competition Target Butts: 32 (16 lanes of 5.4 m with 2 butts per lane)
Practice Target Butts: min 4

Width of competition field 100 m plus safety zone (18 lanes @ 5.4m)
Depth of competition venue 160 m (may be reduced with physical barrier in the overshoot zone)

Spectators at this event generally bring their own shade tents and chairs. They are only permitted to be set up outside the Competitors Area, with a Spectator barrier set up to allow for correct traffic flow. Bleachers may be set up to the sides as shown.

The Director of Shooting (DOS) Stand should be placed to the side 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. Speakers should be set to the side of the field by timing if possible.

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.

Practice lanes may be set to the side of the competition field or can be located in a separate nearby field.

Additional non-sport facility requirements

- At least one accessible washroom located close to field of play
- At least 1 toilet per 15 participants
- Accessible access to the field of play
- Parking - Free or paid. If paid, costs? If paid, can complimentary passes be made available for Archery Canada?
- Bleachers
- Electricity
- Storage container or structure
- Available Concessions
- Is there space or area for the setup of sponsor booths and kiosks?

Appendix 3 - Bid application to be returned to Archery Canada

The following information should be contained in the official bid document sent to Archery Canada..

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

- Name and address of Venue
- Daily Rental Fee for competition venue
- Is there a practice venue on the same field as competition or separate? If separate how far apart are the two fields?
- Size of Competition Venue
- Seating Capacity at Venue
 - o Please include a diagram of the proposed set up.
- Outline Athlete shelter options, DOS tent/stage, Officials/inspection tent, First Aid and Scoring tents/structure
- What brand of targets are proposed for use. Are these new, used or a mix?
- How will power be made available: Power available at venue vs Power generator
- Washrooms
- Accessible Washrooms
- Wifi/Internet connection for HOC
- Public Wi/Fi
- Parking - Free or paid. If paid, costs? If paid, can complimentary passes be made available for Archery Canada?
- Storage facility
- Please outline any other amenities available at the Venue
- Available Concessions
- Can sponsored food / beverage be brought into the venue?
- Is there space or area for the setup of sponsor booths and kiosks?
- What options are available to provide relief from high temperatures?

2 Operation: This section will evaluate the ability of the host committee to meet operational and organizational needs for these events. This includes: Accommodations for participants and officials, Communication plans, official language support, medical, site security, technology (internet, electrical, radio), official languages.

- Who will be the competition organizing committee for the event and what is their background?
- What would be the proposed hotels and where are they located in relation to the venue?
- What type of medical services do you intend to provide?
- Please describe the security and access control plan at the venues.
- What will be your official language plan for this event?

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.

- Have you received any commitments from various local, regional, provincial governments, organizations or institutions?
- What support have you arranged with local clubs or volunteer groups?

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.

- Please outline your communication plan to attract spectators?
- What type of services to the media do you intend to provide during the event? AC will support in this area as well.
- Are there opportunities for hosting services for VIPs and sponsors?
- Do you intend to organize other activities related to the event such as special events, BBQ/banquet, Trade show, or a try archery booth?

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

- Please elaborate on the event's proposed operational budget for the event and risk assessment.
- Will the LOC be able to provide accommodation for the 3 Archery Canada judges and 1 scoring staff?
- Please outline your sponsorship and fundraising plans

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.

- What type of legacy will this event leave at the local, regional, provincial and national level?
- Why should we select your community to host this event?

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 paramedic or certified 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. An AED should also be available.

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

Volunteers with access to the field of play must be screened in compliance with Archery Canada's screening policy.

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. Such individuals are considered a Risk 2 per the AC Screening policy and must meet the minimum screening requirements.

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 DELIVERABLES

Archery Canada will provide ongoing assistance to the LOC for the preparation and on site delivery of the event. A comprehensive hosting agreement will be provided to the host, but an overview of the key deliverables from Archery Canada are set out below:

- Preferred pricing for the purchase of target butts and paper target faces.
- Assignment of 3 National level judges and a Technical Director. Costs are borne by AC as outlined below.
 - o Flights, meals and local transportation for judges. Local accommodations are to be covered by the LOC for judges. It is recommended the HOC attempt to negotiate host hotel complimentary rooms or rebates
- Approval of the LOC designated Director of Shooting. Costs are borne by the LOC
- Approval of 2-4 Provincial judges as organized by the LOC
- Assignment of Scoring Director. Costs are borne by AC. The Scoring Director will work closely with LOC and TD for all scheduling and venue logistics.
- Venue signage with Archery Canada Branding and templates for additional signage
- Ongoing social media coverage and promotion
- Website
- Provision of some additional tournament equipment upon request

Current Archery Canada National Partnerships Lists and Protected Categories:

- Government of Canada
- Gadar Promotions: Promotional Products Supplier
- 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

BID SUBMISSION:

Please submit (1) electronic copy to :
Karl Balisch
Executive Director
kbalisch@archerycanada.ca
613-260-2113

Deadline for Bid Submission is: September 8th, 2023

APPENDIX 3 - Provincial/Territorial Archery Organization Contacts

Province	Provincial Association	Main Contact
Ontario	Archery Ontario	Robert Piette - President president@archeryontario.ca Kevin Stroud - Administration administration@archeryontario.ca
Quebec	Federation de Tir a l'arc Canada	Gabriela Cosovan - Executive Director gcosovan@tiralarcquebec.com
New Brunswick	Archery New Brunswick	Kevin Fisher - Executive Director archerylane@icloud.com
Nova Scotia	Archery Nova Scotia	Melanie Lefler - President melanie.lefler@gmail.com
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