

## Alberta Archery ASA Bidding Process

Archery Alberta ASA committee is committed to offering its members an archery experience rivalling that offered by other major international archery competitions. This hosting manual has been prepared to outline the requirements for hosting an Archery Alberta ASA tour event, providing information and guidance to enable prospective hosts to plan, organize and conduct one of our tour legs from the initial bid through to the actual event. The manual strives to provide best practices for hosting to limit the trial-and-error element of organizing such a major event, without creating a rigid procedural process. As we learn from each tour leg, each Organizing Committee can add its experience to the updating of the manual by completing the recommendations section of the final competition report submitted to Archery Alberta ASA committee. Each naming rights to the shoot will be up to Archery Alberta ASA Director to decide. Clubs can have sponsors and donations, but any naming rights will be up to Archery Alberta ASA director and must be displayed on the shoot posters. The Archery Alberta ASA Tour shoots are Archery Alberta events, and the clubs will be the hosts. Any advertisement poster will have to be approved by the Director First. Once you are approved there will be a manual sent to you to follow.

***New for 2025: In addition to all competition registration going through The ASA Tour as in 2024, in 2025 all fee collection will be managed by The ASA Tour and collected fees will be disbursed to host clubs. Registration and payment will close at midnight on the Wednesday before each leg of The Tour and no walk-ons or guests will be permitted.***

Preferred Dates: Other than the classic which will be the third weekend in August will be from the end of May up to the classic.

The Bid Application will capture all 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 Archery Alberta ASA committee. The Bid Application will be reviewed by the Archery Alberta ASA committee and the final recommendation will be posted. The bids must be submitted by November 30, 2024. The approval will be out by December 15/2024

The following amenities and equipment (aside from targets, butts and other field of play equipment) at the host venue are necessary:

- Adequate, secured shelters in the competitor waiting area to protect from the element's tents would be great.
- On-site camping is preferable for some venues if no on site please let us know closest campground and if spots can be pre purchased would like a minimum of 25. We would also like hotels within 30 mins of the shoot.
- Sufficient parking
- Designated space for spectators/families for the shoot offs. It would be preferred being 25 yards by 50 yards.
- Space allocated for the following: Registration/check-in/scoring tent or indoor space.
- Washroom facilities which is situated at the venue with the most ease of access to help accommodate participants. It is recommended that the club have at least one (1) toilet for every 25 participants.
- Water Stations are required at the venue. For ASA, a water station should be available at the start and midway point of the course.
- Power or generators are wanted near the shoot off area
- For ASA, there needs to be a practice area with butts supplied by the club.
- The club will be responsible for setting up the courses and must follow the course distance guidelines and be able to accommodate 3 courses of 20 targets per course, one shoot off area and practice area.