

## **SAA Provincial Championship Host Committee Agreement**

### **1. Preamble**

This agreement sets out the terms & conditions to which the Saskatchewan Archery Association Inc. (SAA) and the \_\_\_\_\_ (club name) as Provincial Host Committee (PHC) agree when concerning the key areas in planning and staging the \_\_\_\_\_ (year) Provincial Championships. The intent of the agreement is to avoid conflicts, misunderstandings and to enhance cooperation to ensure a successful event.

Indoor    Outdoor    (circle one)

JOP            Target            Field            3D            (circle all that apply)

***Reference: 2.0 SAA HOST COMMITTEE AGREEMENT CONTRACT– Hosting Manual***

### **2. Conditions**

The Saskatchewan Archery Association Inc. (SAA) shall:

- determine the host club, & dates of the competitions
- set the fee structure for the events
- define the classes and divisions for the events
- pay Archery Canada registration fees
- approve championship poster prior to online publishing/ distribution
- provide score cards and medals to host club
- publish registration & event information on SAA'S Web site
- provide space on the SAA website for an information page
- Target & 3D Coordinators to provide ongoing assistance to host committee volunteers
- provide Provincial judges arranged by the Officials Coordinator
- be responsible for publishing the results via all its communication methods (SAA web site, Social Media)

**The Host Committee (H/C) shall:**

- Use the IANSEO scoring system if applicable
- identify and inform of the hotels available (preferred rate venues if available at location)
- ensure a committee member has attended the previous year's Championships
- abide by the terms of Hosting Manual --- 5.0 SAA Marketing & Promotions Guidelines
- charge the registration fees for each event as set forth by the SAA Board of Directors
- provide registration forum and provide detailed listing of registrants
- Ensure all registrants are included in the score sheets (no shows @ 0 scores)
- remit the tournament registration fees outlined using the SAA reconciliation forms
- ensure that equipment/facilities/events meet the minimum required standards (Refer to SAA Hosting Manual for details)
- accommodate any rule and Archery Canada changes when indicated by the Target/3D Coordinators
- ensure courses are ready for inspection one day prior to event
- ensure appropriate lottery licenses are secured and posted in plain view
- provide volunteers and any required equipment for result processing
- provide volunteers for marshaling assistance as required during shooting
- provide an information package for participants to be posted online, including such things as maps, hotels, camping locations, etc. (Shoot poster)
- provide one electronic set of final results to the SAA
- submit a final report, including recommendations for future competitions

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HOST CLUB REPRESENTATIVE

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DATE

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SAA REPRESENTATIVE

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DATE