

SAA PROVINCIAL CHAMPIONSHIP HOST COMMITTEE AGREEMENT

1. PREAMBLE

This agreement sets out the terms and 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.

Check one of the following:

Indoor

Outdoor

Check all that apply:

JOP

Target

Field

3D

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

2. CONDITIONS

The Saskatchewan Archery Association Inc (SAA) shall:

- Determine the host club and dates of the competitions
- Set the fee structure for the events
- Define the classes and divisions for the events
- Pay any Archery Canada registration fees
- Approve championship poster prior to online publishing/distribution
- 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
- Provide score cards and medals to host club
- Publish registration and event information on SAA's website
- Target/Field and 3D Coordinators to provide ongoing assistance to host committee volunteers
- Provide Provincial judges arranged by the Officials Coordinator
- Be responsible for publishing results to SAA website and IANSEO (when necessary)
- Complete the SAA Registration Reconciliation Form with assistance from the host committee/club

The host committee/club shall:

- 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 the Provincial Championships Hosting Manual
- Ensure all registrants are included on the score sheets (no shows at 0 scores)
- Ensure that equipment/facilities/events meet the minimum required standards (Refer to Provincial Championships Hosting Manual)
- Accommodate any rule and Archery Canada changes when indicated by the Target/Field and 3D Coordinators
- Ensure courses are ready for inspection one day prior to event
- Ensure appropriate lottery licences 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 additional information package for participants to be posted online, including such things as maps, hotels, camping locations, etc (shoot poster)
- The host club must provide a printed list of all categories and the respective medal winners including indicating (marking/highlighting) any new provincial records to assist those making the medal presentations.
- A final electronic copy is to be sent to SAA following the championship.
- Submit a final report, including recommendations for future competitions

Host Club Representative

Date

SAA Representative

Date