



TOURNAMENT AGREEMENT

The following is an agreement between the British Columbia Archery Association (hereafter called BCAA) and _____ (hereafter called Host Club) in regards to the _____ Championships to be held on _____ (date).

The BCAA and Host Club agree to the following:

Communication

1. The Host Club Contact Person, identified below, will communicate regularly with the BCAA Tournaments Chair to ensure all aspects of the event are adequately fulfilled, including, but not limited to:
 - a. Venue and equipment requirements
 - b. Registration Fees
 - c. Event advertising information
 - d. Event fundraising
 - e. Number and sources of required officials
 - f. Results reporting requirements

Organizational Responsibilities

2. The Host Club is responsible for providing the following items and services:
 - a. Sufficient volunteers
 - b. Event advertising information to the BCAA
 - c. Local event advertising, publicity and press
 - d. Travel and accommodation information (to be included with event advertising)
 - e. Shooting venue
 - f. Butts and targets
 - g. Range lay out/set up
 - h. Registration and butt assignments
 - i. Score cards and score-keeping computer
 - j. List of archers and results to the BCAA, in a mutually agreeable format
 - k. Officials (*at least one Provincial Judge or candidate, and two score keepers*)
 - l. Opening ceremony
 - m. Concession for participants
 - n. Lunch for officials
 - o. Banquet/dinner (optional)
 - p. Event fundraising (cash shoots, raffles, vendor booths, etc)
3. The BCAA is responsible for providing the following items and services:
 - a. Event advertising in the BC Archer magazine and on the BCAA website
 - b. Officials (Director of Shooting & Judges) from out of town, as needed
 - c. Timing devices for Target events
 - d. Range Inspection
 - e. Awards (medals)
 - f. Awards presentation
 - g. Results publishing in the BC Archer magazine and on the BCAA website

Financial Responsibilities

4. The Host Club is solely responsible for all costs and expenses in regards to the planning and execution of the event, except for those costs and expenses directly related to the BCAA’s organizational responsibilities identified above.
5. The Host Club is solely responsible for, and benefits solely from, any fundraising conducted by the Host Club in relation to the event.
6. The BCAA is solely responsible for, and benefits solely from, any fundraising conducted by the BCAA in relation to the event.
7. Within ten days of the conclusion of the event, the Host Club will deliver to the BCAA Treasurer:
 - a. a cheque for the total amount of the Registration Fees gathered,
 - b. a list of registered participants, and
 - c. the tournament results.
8. Within ten days of receiving these items from the Host Club, the BCAA Treasurer will issue to the Host Club a cheque in the amount of Registration Fees gathered less the BCAA levy.
9. The BCAA will not cash the Host Club cheque until the BCAA cheque has been cashed by the Host Club.
10. The BCAA levy is \$7.00 per registered participant or, when a family rate is paid, \$7.00 times the minimum number of family members required to qualify for that rate.

Host Club Contact Person and BCAA Tournament Chair

	Host Club Contact Person	BCAA Tournament Chair
Name:		
Phone Number:		
Cell Number:		
Fax Number:		
e-mail Address:		

Signed by:

For the Host Club

For the BCAA

Name:
Title:
Date:

Name:
Title:
Date: