



July 21<sup>st</sup> 2022

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# International Championship Hosting Agreement .

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Between

**The International Clay Target Shooting Federation (ICTSF)**

And

**(insert name of host organisation)**

(Hereinafter referred to as the Host)

For the following event:

**(insert name of event)**

(Hereinafter referred to as the Event)

To be held on:

**(insert date of event)**

At the following venue:

**(insert venue)**

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# ICTSF International Championship Hosting Agreement

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## 1. Preamble

### 1.1. *Signatories to this Agreement*

This agreement is to be signed by the head of the Host organisation and the Chairperson of the ICTSF.

### 1.2. *Due Date for Signed Agreement*

This agreement must be signed by the Host and forwarded to the ICTSF Administration Office within one month of the final approval by the ICTSF of the date and venue of the Event.

### 1.3. *Official Title of the Event*

The titles of the Events covered under this agreement shall be as follows:-

- The (*number of event*) ICTSF World Down The Line Championship (*year*)
- The (*number of event*) ICTSF World English Sporting Championship (*year*).

### 1.4. *Responsibility for Costs*

Unless otherwise specified in this agreement, the Host is to absorb all costs related to the planning, marketing and conduct of the Event.

## 2. Hosting Club and Date Selection Procedure

### 2.1. *Bye-law 24: Steel Shot*

A venue where steel shot is compulsory will not be considered for an ICTSF World Championship.

### 2.2. *Frequency of World Championships*

The ICTSF World Championships shall be held on an annual basis rotating between the disciplines of DTL and ESP, at a time decided by the Administration Council.

### 3. Official Status

#### 3.1. **Official Representative of the ICTSF**

For the purposes of this Event, the ICTSF authorise the Host to act as its official representative in conducting all sanctioned events. This exclusive authorisation is granted to the Host as structured at the time of the signing of this agreement. Should there be any changes in the Host Committee/Board of Directors, their assignments or responsibilities, the ICTSF is to be notified within thirty (30) days of said action.

#### 3.2. **Host Authority**

With the exception of any written agreed modification of this agreement, the Host shall have all authority to contract and conduct all events.

#### 3.3. **Rights and licences are not transferable**

The Host as referred to in this agreement is the only Host for this Event. The rights and licences granted by the ICTSF in this agreement are personal to the Host and may not be assigned or otherwise transferred without written consent of the ICTSF. However the Host organisation can delegate the conduct of the event to another club or agency within their organisations but retains overall responsibility for the Event. Any other attempted assignment or transfer without such consent shall be void.

### 4. Legal

#### 4.1. **Term of Agreement**

This agreement shall become effective once signed by all parties thereto.

This agreement shall continue in full force and effect at least one hundred (100) days after the conclusion of the final competition, and shall terminate automatically at the end of such period unless a written extension is obtained and signed by both parties, or until the *Final Report* referred to in section 26 is completed.

#### 4.2. **Contractual Disputes**

In the event of a dispute arising between the signatories to this agreement the matter will be referred to the next ICTSF General Assembly. If, in the opinion of the ICTSF President, the matter is of sufficient gravity and urgency it will be referred by e-mail to the member NGB delegates for their immediate attention and decision.

**4.3. Notices**

Any notice to be given hereunder by either party to the other party may be effected by personal delivery in writing or by facsimile with acknowledgment of receipt or by registered or certified mail, or by email with return receipt requested, and shall be deemed communicated as of mailing plus forty-eight (48) hours. Mailed notice shall be addressed as follows:

|                          |
|--------------------------|
| To : ICTSF Administrator |
| Mail :                   |
| Facsimile :              |
| Email :                  |

|               |
|---------------|
| To : The Host |
| Mail :        |
| Facsimile :   |
| Email :       |

**5. Insurance Compliance**

It is the Host's responsibility to ensure the event is covered by either the Host's existing insurance policy or cover especially negotiated for the event for Third Party Public Liability insurance as would be considered appropriate.

**6. Merchandising and Acknowledgements**

**6.1. Merchandising**

The use of the name and logo of the ICTSF Event is restricted. A sample/draft electronic copy is to be submitted to the ICTSF for approval a minimum of one hundred and twenty (120) days prior to the commencement of the Event. This applies to all items which are to be embroidered or printed with the logo of the ICTSF.

**6.2. Web Site**

The ICTSF is required to be acknowledged on the Event web site of the Host.

## 7. Range Requirements/Regulations

### 7.1. *Range Setting*

1. The ranges to comply with the CPSA rules for the respective disciplines.
2. Host's safety template requirements as applicable for either DTL or ESP. Safety is paramount and ranges will be inspected by the Jury prior to any competition.
3. A map of the layouts/stands/ranges should be published on the club notice board.
4. Transport area clearly marked.
5. Signposts to the layouts clearly marked.

### 7.2. *Layouts/Ranges not used in competition*

Any layout not being used in competition at an ICTSF World Championship may be used for practice during the event.

### 7.3. *DTL*

Venues for the World DTL Championships will have a minimum number of layouts as agreed from time to time by the Admin Council for a particular event.

## 8. Competition Rules

Bye-law 13: the discipline rules for DTL and ESP will be those published in the prevailing CPSA Booklet "CPSA General and Technical Rules" - Booklet No. 1 in 2015.

### 8.1. *Shooter Numbers*

All shooters are required to be given a printed shooter number for attaching to the shooter's shooting jacket. The shooter number must only be given to the shooter upon completion of payment of all appropriate entry fees.

## 9. Event Schedule

### 9.1. *Dates*

The agreement is for the conduct of the Event to be conducted on specified dates. The duration of competition days to be as follows:

ESP: 2 days

DTL: 3 days

ESP is conducted as a 200 target event over 2 days of 100 targets a day after which teams are finalised and then the top 5 individuals plus ties will contest the Super Final. The Super Final is shot over 25 targets - 12 pairs and 1 single.



In the event of a tie between two or more individuals they will then proceed to shoot three pairs each from three of the stands sudden death.

DTL is conducted over 3 days with 100 Target points on Day 1 and Day 2 and 50 Target points on day 3 after which the top 50 plus ties will contest the final 50 target points. Teams are finalised at the conclusion of Day 2.

**9.2. Schedule**

The Host is to submit a schedule of all proposed events including the day(s) of the conduct of the Event, proposed venue(s) and entry fees to the ICTSF for approval twelve (12) months prior to the conduct of the Event. A minimum of three events must be conducted, including the **Preliminary Events**.

**9.3. Other Events**

The Host can organise other events prior to, during or after the Event, however they are not to denigrate or interfere with the Event.

**9.4. Inclusion of Events**

If the Host wishes to include a new event, demonstration event or fun event an application must be made for the inclusion of new event(s) to the ICTSF Administrator 100 days prior to commencement of World Championship.

**10. Non-Event Functions**

The Host is encouraged to develop a range of social, cultural and tourism opportunities for competitors to compliment the range of events.

**11. Teams and Individual Competitors**

**11.1. Bye-law 3 - Teams**

Only current Association, Federation or Union members of the ICTSF may enter Teams in the ICTSF World Championships.

**11.2. Bye-law 4 - Individuals**

Individual participants who are members of any member Association, Federation or Union may enter any ICTSF World Championships.

**11.3. Bye-law 5 - Individuals**

Individual participants who are from countries which are not members of the ICTSF may enter any ICTSF World Championships by becoming a member of the host Association, Federation or Union.

**11.4. National Teams - Composition**

Open Team: (bye-law 14) An Open Team will consist of a maximum of five (5) persons of any category with four (4) scores to count.

Ladies, Junior, Veteran and Super Veterans Teams will consist of a maximum of three (3) persons with two (2) scores to count using Age Banding Criteria as per Bye-law 41..

: (bye-law 15 and 41)

**12. Competition Entry Procedure**

**12.1. Registration Form - Individuals**

The Host is to produce a registration form that captures as a minimum the following information from eligible individual competitors:

- Name
- Date of Birth
- Gender
- Organisation & individual membership number
- Country
- Competition Grade/Class (A, B, etc)
- Competition Category/Section (Lady, Junior etc)

A draft entry form is to be submitted to the ICTSF for approval at least twelve (12) months prior to the Event.

The entry form can be either in the form of an on-line registration procedure via the Host's web site or a document circulated via email or mail (*see example in Appendix A*).

**12.2. Registration Form - National Teams**

In addition to clause 12.1 above, the host is to produce a registration form for National Team Entries. (*See example in Appendix B*).

**13. Promotional Material and Marketing**

**13.1. Publications**

The Host is responsible for the production of the following publications:

- Promotional material
- Official program/Commemorative Brochure
- Results

A draft copy of all publications shall be submitted to the ICTSF for approval prior to publication/circulation. All publications are to be produced in both print and electronic formats, unless otherwise mutually agreed in writing.

**13.2. *Official Photographer***

The Host shall engage the services of an official photographer for team photographs. These should be offered for sale to team members.

Photographs should also be available from the event for uploading to web sites and other publications at no cost.

**13.3. *'Goody Bag'***

Although not compulsory, it is traditional to supply each competitor with a 'goody bag' which contains:

1. Shooter Number
2. Official Event Program/Commemorative brochure
3. Donated/sponsored items e.g. keyrings, pens, towels, sun block, gift

**13.4. *Official Program and Commemorative Brochure***

Included in the official invitation program should be the following information:

1. Location of Host venue, including location map
2. Location of entry form (i.e. web site/email)
3. Details of entry fees
4. Letter of invitation (downloadable)
5. Information on firearm laws/permits
6. Travel Agent/accommodation/car hire etc
7. Ammunition available at the Host venue
8. Gun storage facilities
9. Bank details for payment
10. Details of the Opening Ceremony (i.e. time, venue)
11. Applicable rules, classes, categories
12. Details of prevailing weather
13. Contact details for enquiries
14. Details of all preliminary/side events.

An official program/ commemorative brochure may also be published and distributed to the shooters which should include:

1. Welcome message from the ICTSF President
2. Welcome message from the Host Nation President/Chairman
3. Welcome message from the Club Chairman
4. Details of all events - dates and time
5. Shooting timetables for all events
6. Details of the Opening Ceremony, photographs etc
7. Applicable rules
8. Illustration of where all the ranges are located
9. Sponsors advertising where applicable

#### **14. Travel and Accommodation**

The appointment of a travel agent by the Host is completely independent of this agreement and is at the discretion of the Host.

#### **15. Registration Centre**

The Host is required to arrange a *Registration Centre* for all competitors to attend for formal registration and production of proof of identify prior to competing in any event. The *Registration Centre* will provide information to competitors relating to events, functions, transport and results. It provides the opportunity for distribution of squadding and updates, sales, payments, merchandising and hospitality.

The *Registration Centre* must be clearly marked and signposted.

#### **16. Umpires and Scorers**

It is the responsibility of the Host to ensure that all umpires and scorers are suitably trained for the purpose.

It is the responsibility of the Host to ensure that all umpires and scorers are supplied with:-

- Ear muffs which must be worn at all times
- Protective spectacles which must be worn at all times
- Official Umpire Bib
- Hooters or whistles where necessary
- Red flags where necessary
- Sun protection/rain protection
- Sufficient water for the day
- Food for lunch

## 17. Catering and Comfort

### 17.1. *Ablution Facilities*

The Host undertakes to provide clean toilet facilities for both men and women.

**Minimum requirements include:-**

- Liquid soap (not bar soap)
- Paper towels or electronic hand dryer or sufficient fresh, clean hand towels that are changed on a daily or twice daily basis.
- Clean toilets, floors and sinks - cleaned daily
- Sufficient toilet paper
- Air freshener
- Urinal cleaning blocks

**Toilets to be clearly marked and signposted.**

### 17.2. *Smoking Area*

The Host must comply with the prevailing law regarding smoking e.g. all areas to be non-smoking, save for a designated and enclosed smoking area.

Prominent notices to this effect must be displayed, together with notices on the shooting ranges.

### 17.3. *Catering Facilities*

It will be the responsibility of the HC to provide adequate catering facilities during practice and competition. The proceeds from the catering to be for the account of the Host. A high standard is required, i.e.

- China plates and metal cutlery to be used wherever possible.
- No smoking in the eating area or anywhere close to the eating area.
- Catering not to be situated near ablutions or too close to the shooting ranges.
- Alcohol only to be served to non-shooters or to shooters who have completed their day's shooting.
- A range of catering to be provided to include:
  - Fresh salads
  - Fresh fruit
  - Meat and vegetarian dishes
  - Mineral water
  - Dessert
  - Filter coffee/espresso and a variety of teas

**18. Dress Code**

The CPSA UK dress code will apply.

**19. Opening and Closing Ceremonies, Official Functions**

**19.1. V.I.P.s**

Each Host will develop a set of protocols in order to identify and acknowledge VIPs. The ICTSF will provide a complete list of current country delegates of the ICTSF for the purpose of VIP recognition. ICTSF VIPs are to be extended invitations to all official functions associated with the Event.

**19.2. Opening Ceremony and welcoming Cocktail Party**

The Opening Ceremony is required to include:-

**19.2.1. Parade of Athletes**

The parade of athletes to be accompanied by an announcement of the team names and the relevant national anthem.

**19.2.2. Recognition of ICTSF/Sponsors/Event Management**

**19.2.3. Appointment of Master of Ceremonies**

The Host is required to appoint an MC to control the flow of the Opening Ceremony.

**19.2.4. Speeches by Dignitaries:**

ICTSF President  
Host Association President/Chairman  
Host Club President/Chairman

**19.2.5. Opening Shot**

The opening shot can be fired by a local dignitary or a person chosen by the Host. The opening shot to be fired on a range as close to the area of the opening ceremony as possible.

***See Appendix F for the checklist for the Opening Ceremony.***

**19.3. Closing Ceremony and cocktail party**

Includes presentation of the Event ICTSF Trophy. Please see **Appendix G** for the checklist for the Closing Ceremony.

**19.4. Hand over to next Host**

An official 'handover' is to be included in the Closing Ceremony whenever possible.

## 20. Prize-Giving Procedures

### 20.1. *ICTSF Events*

The presentation for the ICTSF Event referred to in this agreement takes priority over all other presentations and will take place as soon as possible after the conclusion of the competition.

### 20.2. *Side Events/Preliminary Events*

It is preferred if all side event presentations are carried out on the days the events are completed, except for side events conducted simultaneously with the ICTSF Event, which will be presented immediately following the ICTSF presentations. Preparations for side event presentations must not in any way delay the ICTSF presentation.

### 20.3. *Podium with Flags of Participation Nations*

The Host is required to provide a podium of a suitable size to accommodate the national teams in the top three positions (gold, silver, bronze).

The Host is required to supply flags of all the participating nations which must be flying on flagpoles next to the podium.

## 21. Trophies, Medals, Classifications and Prizes

### 21.1. *Bye-law 9 - Cost of Trophy transport: Individuals and Teams*

The individual and team World Champions are responsible for the cost of bringing the awarded trophy back to their home country. **See Appendix C - letter concerning possession of trophy.**

### 21.2. *Bye-law 10 - Transport Reimbursement: Returning Trophies*

The ICTSF will reimburse the cost of transporting the individual and team World Championship trophies to the CPSA to be engraved within 12 months of the event at which they were last contested.

### 21.3. *Bye-law 26 - Medals*

The ICTSF will supply and pay for the medals used at the ICTSF World Championships (the Event).

The medals presented at the Event must be the approved medals of the ICTSF.

The Host is responsible for all costs relating to any medals they provide for preliminary events.

**21.4. Rules for the Awarding of Medals and Cash Prizes**

Bye-laws 21, 22 and 23 refer.

All competitors, irrespective of their category (section), are also entered in their class/grade.

Medals to third place will be awarded to Teams in Senior, Lady, Junior, Veteran and Super-Veteran but no cash prizes.

Individual High Gun/Open Overall, runner-up and third and the classes (grades) all receive medals and cash prizes and a competitor may only win one cash prize. The Open Overall third place cash prize must exceed the first place cash prize in any class.

High Gun/Open Overall, runner-up and third cannot win any further medals or prizes in their class/grade.

Categories (sections) are medals only and are able to be won by competitors who have already collected a cash prize in the Overall or classes/grades. However, where a Host has obtained sponsored prizes for categories/sections a category shooter e.g. a Lady could still win a class medal/prize and be awarded the sponsored prize (and medal) in a category/section.

**21.5. Classifications - bye-law 19**

The Host nation's class banding will be used for the Event. Competitors must have shot a minimum of 300 targets to secure their classification with their home Association. Competitors without a classification will be classified after day one of the Event.

**21.6. Categories - bye-law 20**

In addition to the classes the following categories will apply for individuals:

**Open**

**Lady**

**Junior** (under 21 on 1<sup>st</sup> January in the year of the Event)

**Veteran** (over 55 on 1<sup>st</sup> January in the year of the Event)

**Super-Veteran** (over 65 on 1<sup>st</sup> January in the year of the Event)



**21.7. *Bye-law 32 - English Sporting Super Final***

The ICTSF English Sporting World Championships Super Final will feature the top five (5) participants plus ties.

**21.8. *Bye-law 27 - Team Ties***

Team ties at the ICTSF World DTL Championships will be decided at the end of day 2 and will be broken in accordance with the CPSA rules.

**21.9. *Calculations for Cash Prizes***

Please see Appendix E which gives an example of how to conform to Bye-law 22.

**22. *ICTSF General Assembly***

The Host is required to host the General Assembly of the ICTSF in the year of the conduct of the Event. This meeting is scheduled over a minimum of a one (1) day period. Access to a boardroom/meeting room to accommodate up to twenty five (25) persons is required.

The Host is required to provide personnel to take minutes and the compilation of minutes within thirty (30) days of the General Assembly.

The cost of the meeting is the responsibility of the Host.

**23. *Administration - Host Responsibilities***

**23.1. *Provision of Meeting Room***

During the period of conduct of the Event, access is required by the ICTSF to a boardroom/meeting room for a pre-Event briefing and on an 'as needs' basis.

**23.2. *Provision of Meeting Room for Jury Meetings***

Access is required to a smaller meeting room during the conduct of the Event in case the Technical Jury is required to meet.

**23.3. *Competition Administration***

The Host must ensure that the following is of a high standard and that the information is published in good time and in a clear manner:

1. Shooting timetables for all events
2. List of squads
3. Range/layout score sheets
4. Master score sheets (for English Sporting)
5. Large score board in the club house (must be updated promptly at all times)
6. Listing of results
7. Range/layout menus

**23.4. Competition Checklist**  
**Overall Event Checklist - see Appendix I**

**24. Administration - ICTSF Responsibilities**

The ICTSF Administration will liaise with the Host on all necessary matters as outlined in this contract.

The ICTSF will upload a copy of the results and photos of the winners on the ICTSF web site.

**25. Financial**

Bye-law 12: The ICTSF World Championships will accrue a levy of 10% of the individual and team entry fees payable by the Host association, Federation or Union to the ICTSF in Pounds Sterling. An invoice will be provided by the ICTSF. Advice of total entries in the individual and team sections is required by the ICTSF within 7 days of the conclusion of the event for this purpose.

**26. Final Report**

It is the responsibility of the Host to submit a *Final Report* to the ICTSF within ninety (90) days of the day of the final competition of the Event. The report should include but is not limited to:

- Database
- Competitor numbers
- Countries involved
- Other items as agreed by the Host and the ICTSF

## ICTSF International Championship Hosting Agreement

---

### Acceptance of Agreement

---

For the following event:

**(insert name of event)**  
(Hereinafter referred to as the Event)

To be held on:

**(insert date of event)**

|                                 |  |
|---------------------------------|--|
| Signed:                         | Signed:  |
| <i>CHAIRPERSON OF THE ICTSF</i> | <i>AUTHORISED REPRESENTATIVE OF HOST COUNTRY</i> |
| NAME :                          | NAME :   |
| Date :                          | Date :   |
| Witness signature:              | Witness signature:                               |
| Witness Name :                  | Witness Name :                                   |
| Witness designation/title :     | Witness designation/title :                      |