



**CHAMPIONSHIP BID APPLICATION
2010 USATF-NEW ENGLAND GRAND PRIX**

Please complete form and mail to: USATF-NE, P.O. Box 1905, Brookline, MA 02446
All Applications must be received by **October 26, 2009**
Contact the USATF-NE office with any questions – office@usatfne.org / 617-566-7600

**Presentation meeting to be held November 2, 2009 at 7:00pm at
Brandeis University, Gosman Sports Center, Napoli Room, Waltham MA
Three proposed slates will be offered for on-line voting November 10-16, with results
announced on Tuesday, November 17**

We are bidding for the following championship (check one):

| | | | | | |
|--------------------------------|------------------------------------|----------------------------------|--|--------------------------------|---------------------|
| <input type="checkbox"/> 5 km | <input type="checkbox"/> 8 km/5 Mi | <input type="checkbox"/> 10 km | <input type="checkbox"/> marathon | ←---- | 4 Required Races |
| <input type="checkbox"/> 12 km | <input type="checkbox"/> 15 km | <input type="checkbox"/> 10 mile | <input type="checkbox"/> half marathon | <input type="checkbox"/> 30 km | Other _____ ←Pick 3 |

Event Name: _____
 Race Organization: _____
 Race Contact Person: _____
 Race Address: _____
 Race Telephone: _____ Race e-mail: _____
 Event Director (if different): _____
 Director Address (if different): _____
 Director Telephone: _____ Fax: _____ E-Mail: _____

EVENT DETAILS

Please complete the following questions as well as the attached questionnaire.

- USATF-NE will receive a **rights fee** of \$_____ (minimum fee is \$600).
Please note: the sanction fee is additional and is also based on the number of entrants.
- **Prize funds** On a separate sheet, please give a breakdown of:
 - a. individual men's and women's prize funds for open, masters, seniors, and veterans
 Will prize funds be limited to USATF- New England athletes only? yes some amount no
 If money is not limited, please explain race policy on individual money
 Explain policies on double-dipping (e.g., runner placing in both open/masters)
 - b. Men's and Women's Team prize funds for open, masters and veterans
 Team prize money must be limited to USATF-New England member club teams only.
 - c. Other awards / divisions: _____
- Types of **media** have been used to advertise or promote the event:
 Newspaper___ (Running) Magazine___ Web ___ Television___ Radio___ Mailings ___ Other: _____
 Event media contact (name/telephone): _____
- Additional comments regarding your race: _____

- Please attach the following:
 - a sketch showing: course lay-out; elevation; start, finish, intermediate points; water stations; parking; dressing and bathroom facilities; etc. Use course certification map if available.
 - a copy of 2009 race application and link to race results summary.
 - a copy of some newspaper, or website coverage from previous years.
 -
- Representative of the race organization to be present at the November 10, 2008 bid meeting.

Name: _____ Title: _____

QUESTIONNAIRE Use additional pages as necessary

Event Name: _____ Distance: _____

Race Organization: _____

- Are you conducting any other events in connection with this event? yes no
If so, please describe: _____
Wheelchair division: yes no

- Event site (location, city/state): _____

- Course certification (number and year): _____
Note: course must be USATF certified to bid

- Has the race been sanctioned by USATF-NE in the past? yes no
Note: USATF sanction is required for Championship status. If no, why not

- Race Date and day: _____ Alternate date: _____

- Start time: _____ Are you flexible: date time Neither

- Normal weather conditions for this time of year:
Temperature: _____ Humidity: _____ Wind: _____

- 2010 Race Entry Fee (pre/early): _____ Day of Event Entry Fee _____ Last Year's Entry Fees _____

All races must offer a \$2 discount for teams submitting 5 or more entries together by the pre-entry deadline.

Other special discounts / benefits for USATF-NE team entries? _____

Will you waive entry fees for 2009 team champions at this distance?: Yes (which age groups?) No

Will you waive entry fees for 2009 individual age division champions at this distance (5 men, 4 women)?: Yes No

NOTE: The Individual overall male and female NE Champions from 2009 must be offered waived entry.

- Sponsor(s) committed for 2010 race: _____

Please indicate whether sponsor is new, or the number of years they have supported your race.

- Race history. First organized in (year): _____ number of years run: _____

Number of entrants in 2009: _____ in 2008: _____

Course record men: name _____ time _____ year _____

Course record women: name _____ time _____ year _____

Other notable aspects of race: _____

- Course Details: loop (same start/finish) / loop (different start/finish) / point to point. Elevation: flat rolling hilly

Width of start: _____ Does course narrow within a quarter-mile of start? Yes No By how much? _____

Will there be separate Men's / Women's start times? _____

Is the course used in the past the same as the course that will run in 2009? If not, why not? _____

Is the course closed to traffic? Briefly describe traffic monitoring and other safety details, using a separate sheet if needed: _____

- Medical services provided: _____

- Finish line and results

Name of timing service: _____ Will Chip timing be used? _____

- Race officials will be supplied by: _____

- Will you have a certified official to act as head referee? _____

- Describe facilities available to athletes

Dressing and bathroom facilities: _____

Parking facilities – including if there will be a fee : _____

Distance from registration area and parking to starting line: _____

AGREEMENT

Please read and sign the following agreement:

- I/We agree to use the USATF-NE logo and the statement “USATF-New England Championship Event” or “USATF-NE Championship Event” on all promotional items issued by our event committee. This includes electronic media copy, print advertising, website, radio copy, outdoor signs, program and results.
- I/We agree to provide a draft copy of the paper and electronic race application no less than 90 days prior to the event and before any use or publication. A minimum of 100 printed race applications will be made available to the USATF/ NE office for distribution at least 60 days prior to the event.
- I/We agree to place the USATF-NE logo and the statement “USATF-New England Championship Event” or “USATF-NE Championship Event” on both sides of all entry forms, and if feasible on event apparel (subject to prior permission) and race numbers.
- I/We agree to prominently display the USATF-NE banner at all clinics, press conferences, pre and post-race functions, start line, finish line, and awards ceremony. (Banners will be supplied by and must be returned to USATF-NE)
- I/We agree to submit a complete post-race report, including copies of printed materials and press coverage (via email or website location) to the USATF-NE office within two weeks after the event.

The timing company or race must submit complete electronic results, individual and team, to Coolrunning.com and to New England Runner magazine. USATF-NE will use these sites to obtain results sites. The timing company must also agree to make changes and corrections to team scoring and post corrections up to 48 hours following the race.

- I/We agree to organize the event in accordance with USATF rules and regulations, to abide by the USATF-NE Grand Prix Guidelines, and to pay prize money according to USATF-NE prize money guidelines (to be supplied to the race by USATF-NE) to both USA and foreign athletes. Prize money payment guidelines – including requirement for having USATF or home country federation membership should be noted on website or any description of prize money. USATF-NE will assist in eligibility verification. No checks will be given out at the event, nor until results are verified.
- I/We agree to comply with all details presented in the submitted bid.
I/We agree to notify USATF-New England in writing of all changes from the original bid, including (but not limited to) changes in entry fees, date, starting time, location, and course route. This should be done immediately after such changes are decided by the race committee or director.
- I/We acknowledge that the USATF logo is a registered trademark of USA Track & Field, and that prior approval is required through USATF-NE for any and all uses of the logo beyond those listed above.
- I/We agree to sanction the race, with the sanction forms and fee submitted to the USATF-New England office at least four weeks prior to the event. If the event is self-insured, certificates of insurance naming USATF and USATF-New England must be submitted to the New England office at least four weeks prior to the event.
- I/We understand that the rights fee is due to USATF-NE immediately after the event upon receipt of invoice.
- I/We certify that all of the above information and answers are true, to the best of my/our knowledge.

Event Director

Date

Race Organization Officer

Date