

# Grand Prix and/or Championship General Rules for Race Directors, Timing Companies and interested runners

***Please see Competition Guidelines for individual and team scoring requirements.***

**The USATF NE Grand Prix consists of seven USATF-NE Championships.** The distances typically are the 5km, 8km/5m, 10km, the marathon, two distances selected from 12km, 15km, 10m, 20km, a half marathon, 25km and 30km and one additional "wild card" race of no longer than 30km.

Current selection format is for interested races to bid in the fall by contacting the office or an LDR Committee Chair and requesting a bid form. Bids received are compiled with pertinent information made available to USATF members via the website. A presentation meeting is held for all events interested in being part of the series. After presentations, a selection committee compiles up to four slates of races. Members vote on-line during a determined period of time for their desired slate. The slate receiving the most votes (majority or plurality) is the series for the coming year.

To be eligible to serve as a USATF New England Grand Prix Road Race and/or Championship, a race must meet the following requirements:

## **1. SANCTION**

The race must be USATF sanctioned (*RRCA sanction/insurance alone does not suffice for a New England Championship*). The USATF sanction provides a \$2,000,000 comprehensive general liability insurance which covers the organization putting on the event, all sponsors connected with the event, all agencies in which the event is taking place, and all volunteers in the event. Certificates of Insurance will be provided upon request. The sanction application will be sent to the race director.

Races that have their own insurance coverage or insurance through RRCA that meets USATF minimum requirements, need only pay the USATF New England portion of the sanction fee, plus 25% of the national fee (reducing the sanction cost by approximately two-thirds). Such races must notify the USATF-NE office of the independent/RRCA coverage at least 45 days prior to the event as well as submit a Certificate of Insurance from RRCA or the insurance carrier naming both USATF and USATF-New England as additional insured. This certificate must be submitted to the office at least two weeks prior to the event.

In obtaining a USATF sanction, the event agrees to conduct the event following USATF Rules and competition guidelines. This means, among other responsibilities, that you will take proper safety precautions, medical precautions, and not allow any ineligible athletes to enter and compete in the event.

If the event awards more than \$5000 in individual cash prizes, or any single prize of more than \$500, or your event invites foreign athletes, you must also complete the Elite Sanction Addendum (no additional fee).

All prize money payments must follow USATF-NE guidelines. Those include requiring prize money recipients to have USATF membership or membership in their home federation *prior to the event*, and not paying prize money to scholastic or collegiate athletes. (If an ineligible runner is "in the money", the monies should drop to the next eligible competitor.

The USATFNE office will verify eligibility and team scoring positions following the event, as well as summarize all team money winnings for a single check to be paid to each club winning money. **No prize money is to be distributed on the day of the race.** Races will receive a copy of the prize money payment guidelines from the USATF-NE office.

Any specifics on individual prize money such as double dipping or the awarding of only the higher value of two prizes if masters score in open money, or other options, must be stated on all entry information and website. If not otherwise stated, a master may "double-dip" and receive both open/masters money if they finish in such a position.

## 2. COURSE

The course must be certified by the USATF Road Running Technical Committee. The USATF-New England office has a list of qualified course measurers, and the state certifier can assist in finding a measurer or guide the race's measurer for new measurements. The race website should include a course map. Road relays must include the distance and exchange location for each leg (five or six legs, and no runner may run more than one leg).

A USATF-NE banner must be placed in a prominent location at the start and finish areas.

## 3. INDIVIDUAL AND TEAM ELIGIBILITY

Prize money award winners must be eligible to receive prize money - no high school or collegiate runners. Individual winners must have current individual USATF membership by the start of the race to score in the Grand Prix and Championship road races as an individual or for a team. Team prize money in championship events must be restricted to current USATF-NE member clubs only, though out of association and corporate teams may appear in the team scoring and receive other awards. It is suggested that individual prize money be restricted to New England association members.

## 4. ENTRY FORM

A draft of the entry form, or a preview of the website must be submitted for review to the USATF-NE office at least 90 days prior to the event.

The entry form must contain the following information:

- a. the wording "**USATF-New England Championship**"
- b. the **USATF-NE logo** (an electronic copy of the current logo will be provided, to be used without modification)
- c. the race is **USATF sanctioned** and the **course is certified**
- d. space for club name, three-digit club number, and individual ten-digit USATF number ***This must be included in the online entry process as well.***

e. a waiver - which must be signed and dated by all entrants, or acknowledged in an online entry - which includes "**USATF, USATF New England and all of its officers and/or representatives shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event**". **This must be included in the online entry process as well.**

f. team scoring requirements via the web link to the USATF-NE Grand Prix and Championship guidelines at [usatfne.org/gp](http://usatfne.org/gp) and, for more information, the USATF-NE website address - [www.usatfne.org](http://www.usatfne.org)

## 5. REFEREE

A referee, who should be a certified USATF official and familiar with road racing rules, must be appointed prior to the race. The referee deals with protests or rules questions. The referee may not be the race director. USATF-NE can assist in obtaining a referee.

For races designated as a Championship/Grand Prix event, USATF-New England will:

- list your event in one or more issues of *The Exchange Zone*, mailed to more than 5,000 individuals.
- list your event in the "Grand Prix" schedule printed in the *New England Runner Annual Calendar* (distribution 80,000)
- list your event in the "Grand Prix" schedule on the USATF-New England web page and national events schedule. A link to entry info, event web site, to results will also be posted here.
- email entry information to all member clubs and organizations, and bring entry forms / information cards to other championships held prior to the event (if 100 copies are available to the USATF-NE at least 60 days before the event).
- make our membership list of adult distance runners in the form of an Excel spreadsheet available for a one-time use.
- assist with pre-race publicity
- assist with prize money payment to individuals and teams
- assist with filing record forms if age group records be set
- provide USATF-NE awards for year-end individual champions - men and women - in open, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, and 80-and-over divisions, and pay year-end prize money to teams in 10 year age divisions.
- designate one or more USATF-NE representatives to attend the event with current individual membership and club information, and materials to deal with USATF membership on race day. This person also will work with the timing company to verify New England results and help with award ceremonies.  
A table must be available in the registration area to assist runners with membership and event information, and to promote USATF and the series.
- make available the current *USA Track & Field Competition Rules*
- assist with implementation of wheelchair guidelines, and weather and medical guidelines, where appropriate.
- make our expertise available on a daily basis to help make your event a quality race.

## RESULTS

The official time is "gun time" and not "net time" for those events using transponder timing with both start and finish recorders.

Results and team scoring must be posted by official / gun time both on race day and online.

USATF-NE requires that full results be available within 24 hours of the race. Results must include overall name, place, time, age/division, place in age group, club, and city/state.

A plain text file listing of all finishers, listing overall place, time, place in age group, age, name, city/state, and club must be available by 9:00 a.m. the day following the event.

RESULTS TO BE PROVIDED BY THE TIMING COMPANY IN PAPER FORMAT IMMEDIATELY AFTER THE RACE:

1. Individual results:

- top 50 overall finishers male and female
- top male and female finishers in the 40-44, 45-49, 50-54, 55-59, and 60-64, 65-69m, 70-74, 75-79, and 80 and-over divisions

2. Team results:

- Full team results in Open (14-39 years of age), 40-plus, 50-plus, 60-plus and 70-plus divisions

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