



**CHAMPIONSHIP BID APPLICATION  
2012 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 November 1, 2011 at 5 p.m.

Contact the USATF-NE office with any questions – [office@usatfne.org](mailto:office@usatfne.org) / 617-566-7600

**Presentation meeting to be held November 7, 2011 at 7:00pm at**

**Brandeis University, Gosman Sports Center, Napoli Room, Waltham MA**

**Three proposed slates will be offered for on-line voting for one week, November 15-21 with results announced on Tuesday, November 22**

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	<input type="checkbox"/> ←----	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 for races up to 1000 entrants, \$700 for 1001+).  
*Please note: the sanction fee is additional, and is also based on the number of entrants.*
- **Prize funds** On a separate sheet, please present a breakdown of:
  - a. Individual men's and women's prize funds for open, age 40-49, 50-59, and 60+ divisions  
Will individual prize funds be limited to USATF- New England athletes only?  yes  in part  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, age 40+, 50+, and 60+ teams  
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. Provide the USATF course certification map if available
  - a copy of 2011 race application and link to race page and results summary.
  - a copy of or link to some media coverage from previous years.
  -
- Representative of the race organization to be present at the November 7, 2011 bid meeting (may be changed).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**QUESTIONNAIRE** Use additional pages as necessary

Event Name: \_\_\_\_\_ Distance \_\_\_\_\_

Race Host Organization: \_\_\_\_\_

- Are other events conducted in conjunction with this event?  yes  no  
If so, please describe: \_\_\_\_\_
- Event site (location, city/state): \_\_\_\_\_
- Course certification number / year: \_\_\_\_\_ *Note: course must be certified; if not, provide reason*
- 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 on race date: Temperature \_\_\_\_\_ Humidity \_\_\_\_\_ Wind \_\_\_\_\_
- 2012 Race Entry Fee (pre/early): \_\_\_\_\_ Day of Event Entry Fee \_\_\_\_\_ 2010 & 2011 Entry Fees \_\_\_\_\_  
All races must offer at least a \$2 discount to clubs submitting 5+ entries together up to deadline of 5 before the race

Other special benefits for USATF-NE team entries? \_\_\_\_\_

Will race waive entry fees for 2011 team champions at this distance? Yes \_\_\_\_\_ (which age groups? ) No \_\_\_\_\_

Will race waive entry fees for 2011 individual age group champions at this distance (5 men, 4 women)? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTES:**

The 2011 individual open male & female NE winners at the race distance must be offered waived fee (wildcard carries over)  
 If a race reaches its maximum entry, USATF-NE members must still be allowed to enter up to 5 days before the race.  
 If a race may fill up, USATF-NE must be provided regular updates as the status of entries.

- Sponsor(s) committed for 2012 race: (indicate new or returning) \_\_\_\_\_  
\_\_\_\_\_

- Race history. First organized in (year): \_\_\_\_\_ number of years run: \_\_\_\_\_  
 Number of finishers in 2011: \_\_\_\_\_ in 2010: \_\_\_\_\_  
 Course record men: name \_\_\_\_\_ time \_\_\_\_\_ year \_\_\_\_\_  
 Course record women: name \_\_\_\_\_ time \_\_\_\_\_ year \_\_\_\_\_  
 Other notable aspects of race: \_\_\_\_\_  
 Wheelchair division:  yes  no

- Course Details:  
 Loop (same start/finish) / loop (different start/finish) / point to point Flat  Rolling  Hilly   
 Width of start: \_\_\_\_\_ Does course narrow within a quarter-mile of start? No  Yes  By how much? \_\_\_\_\_  
 Will there be separate Men's / Women's start times? \_\_\_\_\_ Separate races? \_\_\_\_\_ (5K preference is separate races)  
 Will the current course be used in 2012? If not, why not? \_\_\_\_\_  
 Is the course closed to traffic, fully or partially? \_\_\_\_\_

Please use a separate sheet to describe the race safety and medical plan, or attach a copy of the race safety plan

Finish line / results

Timing service: \_\_\_\_\_ Will chip timing be used? Type? \_\_\_\_\_

- Race officials (beyond basic volunteers) will be supplied by \_\_\_\_\_
- Will you have at least one USATF certified official to act as head referee? \_\_\_\_\_
- Describe facilities available to athletes, including  
 Inside check-in/weather protection, changing / bathroom facilities: \_\_\_\_\_  
 Parking facilities – including fee, if any: \_\_\_\_\_  
 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, 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)..
- I/We agree to prominently display the USATF-NE banner at 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 links to website locations) 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 New England Runner magazine. USATF-NE is allowed to use these sites to obtain complete results. The timing company must agree to make any changes and corrections to team scoring and post corrections up to 48 hours following the race. Official Results must be posted according to USATF Rules, that is, by gun time (not net time), and rounded up to the next full second (no tenths/hundredths).
- 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 (furnished 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 verifying eligibility. No checks may 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 race director, 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 USATF, with the sanction forms and fee submitted to the USATF-NE 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 with the sanction and separate insurance waiver form at least four weeks prior to the event.
- I/We understand that the championship 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, and signees below have authorization to speak for the race.

\_\_\_\_\_  
Event Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Race Organization Officer

\_\_\_\_\_  
Date