



2016 USATF-NEW ENGLAND ROAD RACE CHAMPIONSHIP BID FORM

Please complete form and return to: USATF-NE, P.O. Box 1905, Brookline, MA 02446 (can be scanned/emailed as well)

All Applications must be **received by October 23, 2015 at 5 p.m.**

Contact the USATF-NE office with any questions – office@usatfne.org / 617-566-7600

Presentation meeting to be held November 2, 2015 at 7:00 p.m. at

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

Proposed slates will be offered for on-line voting November 20 – December 4 with results announced at the conclusion of voting.

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

5 km 8 km/5 mi 10 km marathon
 12 km 15 km 10 mile half marathon 30 km Other

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. **Team:** Men's and Women's Team prize funds for open, age 40+, 50+, 60+, and 70+ teams. Minimum total amount: \$2000. **Prize money for USATF-New England teams must be limited to member clubs only.**

b. **Individual:** Men's and women's prize funds for open, age 40-49, 50-59, 60-69, and 70+ divisions.

Will individual prize funds be limited to USATF- NE athletes? Yes In part No

If money is not limited, please explain policy on individual money.

All USATF Prize money winners must meet USATF-NE eligibility guidelines (provided at www.usatfne.org).

Explain policies on double-dipping (e.g., runner placing in both open/masters)

c. **Other awards / divisions:** Please describe merchandise or other awards and depth of distribution. USATF-NE recognizes M & F in age groups 19-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70+

- Types of **media** which 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:

- The USATF course certification map if available. If not, include a sketch showing: course lay-out; elevation; start, finish, intermediate points; water stations; parking; dressing and bathroom facilities; etc.

- A copy of 2015 (or 2016 if available) race application, including web 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 2, 2015 bid meeting (name may be substituted later).

Name: _____ Title: _____

QUESTIONNAIRE: Use additional pages as necessary

Event Name: _____ Distance _____

- Are other events conducted in conjunction with this event? ___yes ___no

If yes, please describe: _____

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

- Course certification number / year: _____ Note: course must be certified 90 days in advance.

• Course Details:

Circle or underline type: 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 the current course be used in 2016? Yes___ No ___ If not, why not? _____

Is the course closed to traffic - fully or partially? _____

- Has the race been sanctioned by USATF-NE in the past? ___yes ___no

Note: USATF sanction is required for Championship status.

- Race Date and day: _____ Alternate date:_____

- Start time: _____ Are you flexible?: ___ Date ___ Time ___ Neither

- Normal weather conditions on race date: Temperature _____ Humidity _____ Wind _____

- 2016 Race Entry Fee (pre/early):_____ Day of Event Entry Fee:_____ 2015 Entry Fees:_____

All races must offer at least a 10% discount off of the pre-entry price to USATF New England members. Discount may be implemented via on-line discount codes, a standard spreadsheet provided by USATF-NE, or other means that ensure discount.

Other special benefits for USATF-NE team entries? _____

PLEASE NOTE:

If a race reaches its maximum field, USATF-NE members must still be allowed to enter up to 5 days before the race.

If a race looks to fill up, USATF-NE must be provided regular updates of the status of entries.

- Sponsor(s) committed for 2016 race: (indicate new or returning) _____

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

Number of finishers in 2015: _____ in 2014: _____

Course record men: name _____ time _____ year _____

Course record women: name _____ time _____ year _____

Other notable aspects of race: _____

Wheelchair division: ___ yes ___ no

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

Please see USAT-NE.org for more details and a sample form.***

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? _____

- Is there a professional announcer at the race? ___ Yes ___ No If yes, please provide name/company: _____

- Describe facilities available to athletes, including:

Inside check-in/weather protection, changing / bathroom (recommend one toilet/port-a-john per 75 entrants) / shower facilities:

Parking facilities – including fee, if any: _____

Distance from registration area and parking to starting line: _____

- T-Shirts/giveaways for USATF runners: _____

AGREEMENTS that will be necessary if event is selected as a Championship in the USATF-NE Grand Prix:

- 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, info card, and electronic race application no less than 90 days prior to the event and before any use or publication. Print copies of the application must be forwarded to the USATF-NE Office.
- 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, bib numbers, and on event apparel (subject to prior permission).
- I/We agree to prominently display a 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, if requested, 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. We understand that for Association membership purposes, USATF NE may contact the race director or timing company for entrant information and/or email addresses of participants.
- The timing company or race must submit complete electronic results, individual and team, to sport/running oriented websites available for viewing for free. 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). USATF-NE suggests timing companies displaying/emailing results prior to official verification include the words “Subject to USATF Verification” in all correspondence. USATF-NE may post race results with adjustments concerning USATF members on our own or other websites. Results posted by USATF-NE may be considered final.
- 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 and eligibility are verified.
- I/We agree to have separate start areas/starting line space for men and women available. Men and women vying for age group records are eligible to line up on or near the start line.
- 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 online or by mail at least six (6) 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 five (5) 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.

Race Director

Selected races will be asked to sign a contract and attend a best practices meeting hosted by USATF-NE.