



2018 USATF-NEW ENGLAND ROAD RACE CHAMPIONSHIP BID FORM

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

All Applications must be received by Friday, October 13, 2017 at 5 p.m. Contact the USATF-NE office with any questions – office@usatfne.org / 617-566-7600

Proposed selection ballot slates will be offered for online voting November 13 – November 17 with results announced at the conclusion of voting.

NO bid presentation meeting will be held. Information submitted by bidding races will be posted on the www.newengland.usatf.org website.

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

___ 5 km ___ 8 km/5 mi ___ 10 km ___ marathon ___ (Required Distances)

12 km ___ 10 mile ___ half marathon ___ 30 km Other ___ (2 of these distances will be selected)

The Frank Nealon 15K on Saturday, March 31 has already been awarded a championship event for 2018

Event Name: _____

Event Website: _____

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.

• Within 30 days after a selected championship event, USATF-NE will invoice a **championship race fee** of \$_____ (minimum fee is \$600 for races up to 1000 entrants, \$700 for 1001+). There is no fee to present a bid. Please note that this is in addition to the normal sanction fee, which is also based on the number of entrants. **This fee goes towards overall end of series team awards.**

• **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:** USATF-NE recognizes M & F in age groups 19-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80+.

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.newengland.usatf.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, 70-74, 75-79, 80+.

• Types of **media** which have been used to advertise or promote event: _____

Event media contact (name/telephone): _____

Though not required, you are encouraged to provide a cover letter with information that you would like voting members to know about your race that goes beyond the information required in the application. Please note that starting this year, a race may only host a championship event 3 years in a row before taking a year off from the bidding process.

QUESTIONNAIRE: Use additional pages as necessary

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

If yes, please describe: _____

- 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:_____ (note: 1/3rd of the start line must be made available to women)

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

Will the current course be used in 2018? 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 A USATF sanction is required for Championship status

• Race Date and day: _____ Alternate date:_____

• Start time: _____ Are you flexible?: ___ If yes: Date _____ Time _____

• Race Entry Fee (pre/early):_____ Day of Event Entry Fee:_____ Previous Year Entry Fees:_____

All races must offer at least a 10% discount or \$5, whichever is higher, off of the pre-entry individual price at that time to USATF New England members. Preferred method of discount is to assign a coupon code usable online for club entrants. Please indicate how the discount will be presented and implemented: _____.

All races must offer complimentary entries to the previous year's USATF-NE individual male and female overall winners and the male and female age graded winners of the USATF-NE Road Race Grand Prix race of the same distance. If a selected Championship does not have their distance represented in the prior year's Grand Prix, please check with USATF-NE Office as to what distance will be used to implement this amenity.

Optional complimentary entries may be extended to teams. If you are planning to offer complimentary entries to the previous year's winning team(s) (up to 5 people per team depending on age category), please indicate which teams:

Men's team age groups: ___ Open ___ 40-49 yrs old ___ 50-59 yrs ___ 60-69 yrs ___ 70+ ___

Women's team age groups: ___ Open ___ 40-49 yrs old ___ 50-59 yrs ___ 60-69 yrs ___ 70+ ___

Are you planning other complimentary entries? Yes ___ No ___ If yes, please explain: _____

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 2018 race: (indicate new or returning) _____

Number of finishers in 2017: _____ in 2016: _____

• **Attach copy of required race safety and medical plan.**

Please contact office@usatfne.org for more details and a sample form.

Finish line / results:

Timing service: _____ Which type of chip timing will be used (Required)? _____

- Race officials (beyond basic volunteers) will be supplied by _____

- Will you have at least one USATF certified official to act as head referee? _____

Note: USATF-NE reserves the right to appoint a USATF certified official to act as head referee.

- Is there an 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 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 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.
- I/We agree to have the timing company adhere with the guidelines outlined in the timing and results document that will be received from USATF-NE following acceptance of the bid to Grand Prix series.
- 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.
- 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 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 as additional insured** must be submitted to the New England office **at least five (5) weeks prior to event**.
- I/We understand that the championship race fee is due to USATF-NE 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.