

OKLAHOMA ASSOCIATION USA TRACK & FIELD, INC.

Bid Form: *Age Group Championships & Junior Olympics*

10025 S. 69TH East Avenue, Tulsa, OK 74133

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Chris McWatters, Youth Athletic Chair

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Bid Deadlines► *Age Group Championships, District JO, State JO:* **March 31ST** (postmark)

Meet Dates► *Age Group Champ:* **May 26TH**; *District JO:* **June 2ND**; *State JO:* **June 22TH –23RD**

This bid is for: (check one)► Age Group Championships _____ District JO _____ State JO _____

If this Bid is accepted, this Bid Form shall be part of the Bid Award and Agreement for this meet.

(Print or Type All Information)

SECTION – A:

Name of Club or Organization: _____

Name & Title of person submitting this Bid: _____

Contact information for person submitting this Bid:

Address: _____

Day Phone: (_____) _____ - _____ Evening Phone: (_____) _____ - _____

E-Mail address: _____

Name of Facility where meet will be held: _____

Location of Facility: _____

(Please attach an outline sketch of your Facility)

In the space below give a brief overview of the facility. (type of track surface, number of lanes, steeple chase, javelin runway, seating capacity, etc.) In your sketch, please delineate all jumping and throwing areas, and include location of press box, restrooms, concessions, main gate(s) for the public, etc.

List hotels and motels in the area as well as their distances from the track. (Age Group and State JO meet only.)

List Restaurants in the area as well as their distances from the track. (Age Group and State JO meet only.)

Your organization's prior experience as a meet host. (Include dates, location, and number of competitors per meet.)

List the number of certified officials within your organization as of the date this bid is submitted. _____

List the minimum number of people that your organization will provide **from within your organization** who will be at the track meet performing an assigned duty in the operation of the meet. _____

If your organization is a youth track club, are your club's coaches included in this number? _____

List the minimum number of people that your organization will provide **from outside your organization** who will be at the track meet performing an assigned duty in the operation of the meet. _____

Will any of these people be associated with a youth track club or parents of an athlete that is competing in this track meet? _____ If "YES", how many? _____

The *Junior Olympics* at the Association, Regional and National levels require all results to be entered into Hy-Tek Meet Manager. As the meet host, will you enter all results into Hy-Tek Meet Manager? _____

If "YES", all results will be entered in Hy-Tek Meet Manager (check one)

- - by the end of the final day of the meet _____

- - by midnight of the day after the track meet _____

- - by midnight of the third day after the track meet _____

If "NO", check (√) this line and explain (on a separate sheet) how results will be sent to the Association: _____

All results will be sent to the OK Association USATF (check one)

- - by the end of the final day of the meet _____

- - by midnight of the day after the track meet _____

- - by midnight of the third day after the track meet _____

What type of timing will you use? Hand Held _____ Electronic _____ FAT _____

If Electronic, what type? _____

Does the main Public Address system broadcast directly to all throws, jumps, and heating areas? _____

If "NO" list the area(s) to which the main PA will broadcast. _____

SECTION B: The quality of a track meet depends on preparation done prior to the start of competition.

The following list contains preparation for competition that the Oklahoma Association USATF **requires**

to be completed BEFORE the Day of Competition. Check (√) all items your organization will **guarantee**

to be completed before the day of competition. (If an item is checked, your organization **guarantees** that

it will be completed - before the day of competition.) Remember, these are minimum meet preparation

requirements. Anything done in addition to these requirements will simply add to the quality and success

of this meet. You may list additional things your organization will do that are **guaranteed** with this bid.

(See Section - D)

_____ Starting line marked for 80m hurdles

_____ Hurdle marks accurately marked for 80m hurdles

_____ Hurdle marks accurately marked for 400m hurdles

_____ Hurdle marks accurately marked for youth girls - 100m

_____ Sector lines for shot put, discus and javelin (if contested)

_____ Main Public Address system checked and ready for use

_____ Adequate paper supplies for all restrooms during competition

_____ Competition/spectator areas clearly separated by fencing or other suitable means to keep spectators/coaches out of the RESTRICTED areas (competition, heating, etc.) during competition

_____ Sufficient copies of the Meet Schedule (Order of Events) for spectators, coaches, officials, etc.

(Order of Events are finalized through the Youth Athletics Chairperson and must be the same at each JO District Meet.)

Meet equipment checked and prepared for competition, including:

- _____ Starting blocks (sufficient for the number of lanes)
- _____ High jump standards, pads and cross bar(s) – (min. 1 backup bar)
- _____ Pole vault standards, pads and cross bar(s) – (min. 1 backup bar)
- _____ Hurdles _____ Discus cage _____ Shot put toe board
- _____ Tape measures and score sheets (including clip boards for officials) for all field events
- _____ Prepare long jump area (“turn” and rake sand, etc.) _____ Rakes for long jump/triple jump
- _____ Long jump take-off “board” - - (circle one)▶ Take-off “board” will be: tape paint wood
- _____ Triple jump take-off “board” - - (circle one)▶ Take-off “board” will be: tape paint wood
- _____ Exchange zone (umpire) flags – (minimum of four)
- _____ Stop watches (N/A if FAT) [one per lane plus one back-up on first place]
- _____ Starter pistol (N/A if provided by the starter) _____ Shells (blanks) for the starter pistol

Meet implements checked and prepared for competition, including:

- _____ Discus [1kg, 1.6kg] _____ Shot put [6lb, 4kg, 12lb] _____ Javelin [mini-(300g), 600g, 800g]
- _____ [2kg (Age Group only)] _____ [3kg, 5kg, 16lb (Age Group only)] _____ [500g, 700g (Age Group only)]

Officials and Volunteers for the following: (Place a check mark by all personnel that will be verified prior to the day of the meet and present on the day of the meet. Indicate the minimum number of assistants on the lines below. ▼

- _____ Meet Director [Dist. Meet & Age Group Meet (OK USATF Youth Chairperson is Meet Director for State JO)]
- _____ Head Long Jump/Triple Jump _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head High Jump _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Pole Vault _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Shot Put _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Discus _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Javelin _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Timer _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Heating Clerk _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Finish Line Judge _____ Assistant(s) - (list your min. number of assistants) - - _____
- _____ Head Umpire - - - - list minimum number of Umpires that will officiate (minimum – 4) - - _____
- _____ Starter _____ Recall Starter
- _____ Announcer _____ Registration / Athlete check-in _____ Gate Personnel
- _____ Personnel to process awards _____ Personnel for awards presentation (N/A if NOT being offered)
- _____ Adequate personnel (marshals) to enforce RESTRICTED & track crossing areas during competition
- _____ Person(s) to maintain the cleanliness of all restrooms until the conclusion of the track meet

Circle the check mark if the Head Official is a USATF Certified Official.

SECTION – C:

Financial Details – District JO Meet:

The awards are provided by USATF (national office) at no cost to the Host or OK USATF Association. (The awards for the District JO meet are 1ST – 7TH place ribbons.) The normal entry fee charged by the host for each athlete is normally as follows: 1 event - \$4, 2 events - \$6; 3 events - \$7; 4 events - \$8.) The OK Association receives \$.⁵⁰ for each participant which is paid by the host to the OK Association within 15 business days following the last day of competition. The Host organization shall retain 100% of the entry fee, gate (if charged), concessions, souvenirs and local sponsorship (if raised by the host).

The host organization shall be responsible for all meet expenses including the sanction fee.

(check one) ► _____ Bidder agrees to the terms in this paragraph without change.

► _____ Bidder agrees to the terms in the attached sheet labeled: “Section-C / Addendum-D”

Financial Details – Age Group Championships:

The awards are provided by the host organization.

(The awards for the Age Group meet are 1ST – 3RD place medals.) The normal entry fee charged by the host for each athlete is normally as follows: YOUTH ► 1 event - \$5, 2 events - \$7; 3 events - \$9; 4 events - \$10.

OPEN & MASTERS ► 1ST event - \$10, each additional event \$5.

The OK Association receives 20% of the first \$500 of Meet Profit and 10% of Meet Profit after that, which is paid by the host to the OK Association within 15 business days following the last day of competition.

“Meet Profit” shall be equal to the total amount collected for athlete registration, minus the cost of awards and the USATF sanction fee. “Host Profit” shall include all other approved revenue such as concessions and gate.

The host organization is responsible for all meet expenses including the sanction fee and awards.

(check one) ► _____ Bidder agrees to the terms in this paragraph without change.

► _____ Bidder agrees to the terms in the attached sheet labeled: “Section-C / Addendum-A”

Financial Details - State JO Meet:

The awards are provided by USATF (national office) at no cost to the Host or OK USATF Association.

(The awards for the State JO meet are 1ST – 3RD place medals.) The normal entry fee charged by the OK Association for each athlete is as follows: 1 event - \$4, 2 events - \$6; 3 events - \$7; 4 events - \$8. The Association retains 100% of the entry fees and souvenirs. Host organization shall retain 100% of the gate and concessions.

The Association is responsible for the following: Timing, starter, trainer, sanction & souvenirs.

The host organization shall be responsible for all other meet expenses including facility rental.

(check one) ► _____ Bidder agrees to the terms in this paragraph without change.

► _____ Bidder agrees to the terms in the attached sheet labeled: “Section-C / Addendum-S”

SECTION – D:

You may attach a separate sheet to describe other elements of the meet that have not been addressed in other parts of this document that will be added to Section - B. These elements shall be **GUARANTEED** by the host and will be included as an Addendum to **Section-B** of this Bid document. [You may attach a separate sheet of paper (8½ X 11) for this information. Label it “**SECTION – D**”, and print or type on one side only.]

SECTION – E:

If you would like to describe the benefit(s) of hosting this meet at your location, you may do so by typing or printing the benefit(s) on one side of a separate sheet of paper. [Attach a separate sheet of paper (8½ X 11) for this information and label it “**SECTION – E**”.]

SECTION – F: - - - - By affixing your signature(s) below, if awarded this meet, you hereby agree to accept the award and host this event according to the terms and conditions of the USATF-Oklahoma Association Bid Award and Agreement.

Signature of Person Submitting this Bid: _____ Date: _____

Signature of Officer of Organization: _____ Date: _____

Printed name of Officer (and Title): _____ Title: _____

USATF OK ASSOCIATION USE ONLY

Date Received: _____ By: _____