



USATF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS BID APPLICATION

The host city for the 2013 USATF National Junior Olympic Cross Country Championships (the "Championships") must be in the Central Zone of the United States (comprising the following Associations: Arkansas, Alabama, Dakotas, Gulf, Illinois, Indiana, Iowa, Minnesota, Missouri Valley, Nebraska, Oklahoma, Ozark, South Texas, Southern, Southwestern, Tennessee, West Texas, Wisconsin). Therefore, no bid applications from bidders proposing to host the Championships in a location outside the West Zone will be considered.

Please forward one (1) copy of the completed application with supporting materials and **bid application fee** to Tricia Floyd, Associate Director of Youth Programs, USA Track & Field, 132 East Washington, Suite 800, Indianapolis, IN 46204; one (1) copy to Lionel Leach, Youth Athletics Division Chair, 202 Maple Avenue, Irvington, NJ 07111; and one (1) copy to Linda Ellis, Youth Athletics Division Secretary, 1889 Brigadoone Lane, Florence, SC 29505.

Prior to forwarding your bid application, please make sure that you have: (1) included all requested information and attachments, (2) obtained all necessary signatures, (3) consulted with the local USA Track & Field (USATF) Association and (4) read and understand the bidder statement which is located near the end of this bid application. **Applications are due August 5, 2011.**

For assistance in completing this Bid Application please contact Lionel Leach at (917) 913-5505 or lionel@youthusatf.org or Tricia Floyd at (317) 713-4695 or Tricia.Floyd@usatf.org.

| Part I – Principal Contacts | | PLEASE PRINT LEGIBLY OR TYPE |
|--|--|------------------------------|
| Bid Submission Date: | Event Site: | |
| Event Organizer/Bidder: | | |
| Contact Name: | | Tel. (H): |
| Address: | | Tel. (W): |
| E-mail: | | Fax: |
| Website Address: | | Cell: |
| Event/Race Director (if different from above): | | |
| Name: | | Tel. (H): |
| Address: | | Tel. (W): |
| | | Fax: |
| E-mail: | | Cell: |
| Facility Director (if different from above): | | |
| Name: | | Tel. (H): |
| Address: | | Tel. (W): |
| | | Fax: |
| E-mail: | | Cell: |
| Part II – Year and National Championship Event Sought | | |
| Year: 2013 (Central Zone) | Event: <div style="text-align: center;">USATF National Junior Olympic Cross Country Championships</div> | |
| Part III – Bid Award Process | | |
| <p>The Championships will be awarded at the USATF Annual Meeting to be held in St. Louis, MO, November 30 – December 4, 2011. Site selection will be made from among those fully and properly completed Bid Applications submitted to USATF that are accompanied by a refundable Bid Application fee payable to "USA Track & Field" in the amount of Two Thousand Five Hundred Dollars (\$2,500.00). Finalists will be recommended by the site evaluation committee selected by the Youth Athletics Division, and the host city will be selected by a majority vote of the Youth Athletics delegates present at the session of the Annual Meeting at which the vote is taken. The successful Bidder will be required to pay a Seven Thousand Five Hundred Dollar (\$7,500.00) rights fee to USATF on the date the Championships are awarded.</p> | | |

Part VIII – Business Issues (Attach Additional Sheets if Necessary)

A. USATF Requirements:

- 1) Bidder is required to pay a refundable application fee in the amount of Two Thousand Five Hundred Dollars (\$2,500.00). The winning Bidder's application fee will be retained as a contract deposit and may be applied by USATF to remedy Bidder's unfulfilled obligations with respect to the conduct of the Championships. Upon final award of the Championships, the winning Bidder will be required to pay a rights fee in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00), in addition to the contract deposit.
- 2) The successful Bidder will be required to execute USATF's formal Championships agreement on or before February 15, 2013. Bidder's failure to do so shall give USATF the right to award the Championships to a different Bidder.
- 3) The successful Bidder must demonstrate its financial responsibility to pay all of the expenses and show evidence of financial fitness to conduct the Championships, including providing USATF with periodic financial statements from the date of award through the competition, as requested.
- 4) The successful Bidder may only contract with sponsors, suppliers, or vendors approved by USATF. This approval must be obtained in writing. No sponsor, supplier, or vendor may associate itself with the Championships, the Championships name, or the Championships logo, without the express written approval of USATF. No sponsor, supplier, or vendor that is not a USOC sponsor, supplier, or vendor may be associated with the Championships, the Championships name, or the Championships logo, and even then, only with USATF approval.
- 5) The successful Bidder will be required to promote and advertise the Championships in a first class manner employing all customary means (print, radio, television, website, etc.). All proposed advertising copy, designs, photos, drawings, and logos must be approved in writing in advance by USATF's Marketing and Legal Departments, prior to publication.
- 6) All entry fees shall be retained by the successful Bidder. Maximum entry fees for the Championships are established by the USATF Youth Athletics Committee (See Part XIII, paragraph 3).
- 7) Revenue from the creation and sale of Championships merchandise bearing USATF Marks or Olympic-related marks, images or terminology must be approved in advance by USATF. USATF reserves the right to conduct its own merchandising activities at the Championships or to engage a vendor to sell USATF merchandise. The Bidder shall provide, at no cost, a location for such sales in a high-traffic area at both the meet hotel headquarters and at the facility. Additionally, USATF reserves the right to purchase exclusivity rights from the Bidder and act as the sole representative for the sale of Championships merchandise. USATF agrees to notify the Bidder by June 15, 2012, if such a decision is made. At which time, the transfer of merchandise rights shall be negotiated in good faith between USATF and Bidder.
- 8) Revenue from non-merchandise concession sales will be retained by the successful Bidder.
- 9) The successful Bidder may create an exposition area provided that sponsors and suppliers designated by USATF are given free space. USATF will notify the successful Bidder by September 15, 2013, of any sponsor or vendors interested in securing a space in the exposition area. The successful Bidder will retain revenue from exposition booth rental.
- 10) Within sixty (60) days of the conclusion of the Championships, Bidder shall submit a complete financial accounting of the Championships, including a hotel room pick-up report to the Chair of the USATF Youth Athletics committee and the Associate Director of Youth Programs. (See **ADDENDUM A** for Financial Overview and **ADDENDUM B** for Budget Template.)
- 11) Revenue from protest fees collected shall be retained by USATF.
- 12) Revenue from bib number replacement fees shall be retained by USATF.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) A proposed Championships budget. (See "Sample Budget Template" in **ADDENDUM B**.)
- 2) A proposed insurance and risk management plan for the Championships. General Liability, Directors' and Officers', Automotive Liability, Workers' Compensation, and other insurance policies will be required with limits and policy details to be determined. Note: General Commercial Liability Coverage is provided with a USATF sanction. (See Part XIII, paragraph 9 below.)
- 3) Details of any Championships merchandise the Bidder wishes to create and sell.
- 4) Details of anticipated concession sales at Championships.
- 5) Details of anticipated exposition area with booth size(s), rental costs, and site map.

USA TRACK & FIELD and USOC OFFICIAL SPONSORS

The following are the existing Official/National sponsors of USA Track & Field as of April 1, 2011. Bidder should periodically check the USATF website for updated sponsor/supplier information.

| | | | |
|----------------------------|--|---------------------------------------|--|
| <u>USATF Sponsors</u> | <u>Product Category</u> | <u>USATF Suppliers</u> | <u>Product Category</u> |
| Nike | Sports apparel and accessories | Gill | Athletic equipment |
| VISA | Financial payment services (credit and debit cards, ATM cards, stored value cards, traveler's checks, vouchers, and electronic products/services payment) | Ludus Tours | Travel, tour, and hospitality packages |
| 24-Hour Fitness | Health club facilities | St. Vincent Sports Performance | Personal Training |
| The Hershey Company | Confectionery products, gum and other breath freshener products, milk modifiers, desserts and ice cream toppings, baking products, non-chocolate confectionary snack food products | <u>USATF Partners</u> | <u>Product Category</u> |
| BMW | Automotive | MBNA | Affinity Card |
| | | Delivra | Mass email distribution |

Bidder's Initials X

Part IX – Housing and Meals (Attach Additional Sheets with Responses)

A. USATF Requirements:

- 1) Bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected 2,500 or more athletes, plus coaches, officials, and family members who will attend the Championships.
- 2) Bidder must be able to secure a headquarters hotel(s) that will reserve an adequate room block for participants and spectators, up to four (4) days prior to Championships.
- 3) Bidder must ensure that adequate eating establishments or food service arrangements will be available for participants and spectators at the Championships. Such food arrangements shall offer a variety of foods such as fresh fruit, sandwiches, pizza, and healthy foods at a low cost.

Bidder's Initials X

B. Bidder to Provide the Following:

- 1) The names of hotels or other properties that will participate in your proposed housing plan, the number of rooms available for participants at the particular hotels and/or properties, proposed rates (with or without meals) for singles, doubles, triples, suites etc., as well as meeting room space availability. Indicate distances from race course.
- 2) Name of headquarters hotel and indicate meeting rooms available for USATF use, if necessary.
- 3) Is other housing available near the course at varied rates? Yes No (If yes, provide details)
- 4) If Bidder is proposing to use local college and university on-campus housing, please provide information about room availability, location of each dorm and dining facility in relation to the course, costs per room (with or without meals), type of room, number of persons per room, and whether climate control systems are available in each room (i.e. air-conditioning, heat, etc.) If bathrooms are shared, indicate how they are shared. Note: On-campus housing should be a secondary housing resource. Such housing is adequate for some athletes, officials, and others.
- 5) List eating establishments within easy walking and driving distances of all proposed housing properties submitted. Specify restaurant dining hours.
- 6) Please indicate if any hospitality arrangements are planned (i.e. welcome function or pasta dinner etc.) Describe proposed hospitality arrangements, if any, on-site at finish line and/or key housing properties for athletes, coaches, meet officials, and/or USATF VIP guests.

Part X – Travel, Transportation, and Parking

A. USATF Requirements:

- 1) Bidder must ensure that the host city has adequate transportation facilities and capabilities for those managing, participating in, or attending the Championships.
- 2) Bidder must provide adequate parking arrangements at the competition site for participants, the Youth Committee, USATF staff, and any VIPs designated by USATF.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) Name all airlines servicing the local airport(s) and the number of flights in and out of host city each day. List any airlines with major hubs in or near host city.
- 2) Distance from airport to each hotel and competition site. Indicate which hotels provide free airport shuttles.
- 3) A list of transportation systems within your city/community available for public use and providing access to the race course and hotels. Indicate plan for coordination of race and transportation routes with state and local authorities, if applicable.
- 4) List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
- 5) Describe parking arrangements at competition site, including plans for VIP and USATF staff parking.

Part XI – Promotion, Advertising, and Publications

A. USATF Requirements:

- 1) The successful Bidder shall consult with USATF to optimize public awareness of the Championships. The successful Bidder shall use its best efforts to promote the Championships, including through print, public relations, radio, television, Internet, and print publications, to generate substantial spectator and community support and extensive national awareness of the Championships. The successful Bidder shall consult with USATF's Marketing Department prior to engaging in any promotional or advertising activities.
- 2) The successful Bidder shall create a Championships logo which shall be approved in writing by USATF's Marketing & Legal departments prior to any use of the logo. The logo shall include the full championship name, the USATF logo, the year (2013), and may include a design element which symbolizes the event's location.

Bidder's Initials X

B. Bidder to Provide the Following:

- 1) Describe plan for creating awareness of and promoting the Championships via:
 - a) print advertising,
 - b) publications,
 - c) electronic or digital media (radio, television),
 - d) Internet,
 - e) other.

Part XII – Facilities and Equipment

A. USATF Requirements:

Bidder must provide all necessary facilities and equipment in good to new condition (recommended successful Bidder purchase new equipment) to host a first class cross country competition with 2 km, 3 km, 4 km and 5 km courses that can handle up to 350 runners. The list below is subject to change due to entries or other factors and successful Bidder should obtain an updated list from USATF closer to the event. Such facilities and equipment include:

Opening and Award Ceremonies

- 1) Secure indoor facility to conduct the opening ceremonies on the Friday before the competition. The facility must be large enough to seat 2,500 people. **1,300** of the seats should be for an athlete section. The athletes will march into the Opening Ceremony and then be seated in the athlete section. A staging area outside of the main arena must be available that is large enough to organize and stage up to 1,300 athletes. The stage should be setup with 5 chairs for USATF VIPs.
- 2) Secure indoor facility for award presentation after completion of the meet. The facility must be large enough to seat 2,500 people.

Cross Country Facilities

- 3) Starting line and course markings, turns, and flagging shall be made of quality material and sturdy enough to hold up through all races and inclement weather. All turns are to be flagged, gated, and color coded per USATF Rule 244.3.
- 4) Snow fencing and roping for the perimeter of the start and finish line areas, to separate spectators from competitors.
- 5) Straw and sand for start and finish lines, in event of inclement weather.
- 6) Approximately twenty (20) port-a-lets at the start/finish area and twenty (20) at the competition staging area.
- 7) A secure, easily accessible location for affixing Championships results, protected from weather elements, for viewing by athletes and coaches.
- 8) The start line area shall be setup according to the diagram in **ADDENDUM C**.

Results and Timing Setup and Equipment

- 10) A Transponder (chip) system must be used to score and time the races. The Bidder will be responsible for this cost unless USATF has a current supplier relationship to cover the cost.
- 11) Two scoring back-up systems shall be in place to supplement the transponder system.
 - a. Video backup – A minimum of two (2) finish line color cameras (Lynx preferred) capturing the finish of each race shall be used. Cameras must be on scaffolding at least 6 feet high. One of the cameras shall be pointed straight on the finish line at a height sufficient that chute works do not obstruct the camera's view. Each camera shall be connected to an image capturing device (VCR, DVR, etc.) and provisions available to view the images. The ability to review the captured images in slow motion must be available. If cameras are portable, back up batteries must be available. All finish line cameras must be tested prior to first race to make sure camera angles are correct.
 - b. Voice backup – A voice recorder shall be provided for each chute to voice record the bib numbers of the athletes.
- 12) Hy-Tek software shall be used to manage the entry data. (See Part XIV, paragraph A-1 for more information).
- 13) A minimum of two (2) clocks shall be placed at the finish line. The clocks shall have adequate batteries or a direct power source. One clock must be visible to the athletes as they cross the finish line. All spectators near finish line should be able to see a clock.

Event Management Support Requirements

- 14) Operations trailer(s), 10 ft by 40 ft with three (3) separate sections, and with a door opening measuring at least 30 inches, to accommodate Championships management and houses tables/desk chairs, electrical power and outlets (and backup system) to run a large copier, computers, printers, faxes, telephones, and other appropriate equipment and personnel. (See **ADDENDUM E** for Trailer diagrams and **ADDENDUM F** for operations supplies.)
- 15) Tent or trailer, with power source, to house finish line timing operations.
- 16) One (1) copy machine with all supplies (include eight (8) cartons of paper, toner, etc).
- 17) Athlete packet pickup facilities at headquarters hotel and event site. Packet pickup shall take place on Thursday and Friday at the headquarters hotel and then on Saturday at the competition venue. The packet pickup facility at the headquarters hotel shall be at least 3,000 square feet. The packet pickup area at the competition venue shall be a minimum of 20' x 40'. (See **ADDENDUM G** for complete list of packet-pickup/registration supplies.)
- 18) Additional tents as follow (all should be heated if temperatures are below 40 degrees Fahrenheit):
 - a. Athlete check-in tent (60' x 80') placed behind the finish line. This tent must be secured so only athletes are permitted to enter the tent.
 - b. Officials Tent (30' x 30')
 - c. Medical tent (20' x 40')
- 19) Three (3) computers. Computer programming shall be used with a minimum of two (2) computers and a back-up computer.
- 20) High speed printer for results.
- 21) Six (6) golf carts or gators for mobility around course.
- 22) Portable public address systems for starter and clerk at check-in.
- 23) Separated and secure clerking area with tables in permanent building or tents.
- 24) Fifteen (15) Motorola-type, multi-channel walkie-talkies for LOC and Competition Meet Management team use, with two-thirds (2/3) having headsets.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) A written letter from the facilities' highest ranking official (President, CEO, Chancellor, etc.) indicating that it will make the facility available to the successful Bidder and USATF for the Championships, including setup prior to and breakdown after the Championships. The letter shall detail the preliminary estimated fees associated with the use of the facility.
- 2) A list and description of facilities and equipment from Part XII-A that Bidder currently has at its disposal.
- 3) A list of facilities and equipment from Part XII-A that Bidder does not currently have access to and indicate plans for securing these items.
- 4) Plans for location of athlete packet pickup, athlete check-in tent, awards area, and operations trailer. A preliminary map of the courses should also be provided.

Part XIII – Championships Management

A. USATF Requirements:

- 1) The Competition Rules of USATF shall govern the conduct of the Championships.
- 2) Notwithstanding the grant of rights contained in Part IV above, USATF and the Chairperson of the Youth Committee shall collaborate with and exercise overall supervision over the successful Bidder's planning for management and conduct of the Championships and shall have sole responsibility for the conduct of the Championships competition. Specifically, USATF's Competition Management Team (as defined herein) shall have overall responsibility for and shall oversee all aspects of the conduct of competition during the Championships. It is expressly understood by both parties that USATF's Competition Management Team has final authority during the competition with respect to the conduct of the Championships.
- 3) USATF has established the following maximum entry fees for the Junior Olympics: Twenty (\$20.00) Dollars for the national meet. Five Dollars (\$5.00) may be charged for lost race numbers.
- 4) USATF will provide the competition bib numbers at no charge.
- 5) USATF will create and maintain the official Championships website and the Passport booklet (which is distributed at the Regional Championships to athletes and clubs who qualify for the Championships). Bidder shall work with the Associate Director of Youth Programs and the Youth Committee in providing the necessary information and details for the website and Passport.
- 6) The competition schedule shall be determined by USATF. The schedule shall be determined at the USATF Annual Meeting the year before the event is held.
- 7) Bidder must operate a Championships and host city information booth for participants and spectators at the packet pick-up area.
- 8) Opening ceremonies will be held on the evening prior to commencement of Championship events. A parade of athletes shall be included and the athlete's oath shall be administered (See Part XII-A-1 for more details)
- 9) Formal medal presentation with awards stand and public address system must be provided by the successful Bidder. Pursuant to the procedures outlined in USATF Competition Rule 305 (4), individual awards, participant awards, and "All American" gifts will be furnished by USATF for the competitors finishing in the top twenty-five (25) places in each division. Bidder must provide trophies/awards to first three (3) teams in each age division.
- 10) Bidder shall obtain a USATF sanction for the Championships and shall have in place Comprehensive General Liability insurance with an insurance company or companies acceptable to USATF, which shall provide liability coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence and Five Million Dollars (\$5,000,000) aggregate. Bidder shall secure adequate additional insurance coverage extending to automotive, worker's compensation and Directors and Officers Liability. Bidder shall indemnify USATF against liability for claims or losses resulting from Bidder's uninsured acts or omissions.
- 11) Successful Bidder must send representatives of its Championships race management team, as observers, to the 2012 National Junior Olympic Cross Country Championships in Albuquerque, NM. Bidder's race management team must arrive no later than the first day of athlete packet pick-up.

Bidder's Initials X

Part XIV – Championships Information, Entries, and Results

A. USATF Requirements:

- 1) A USATF approved, web-based entry system which can verify USATF memberships and athlete club affiliations for entries is required.
- 2) Successful bidder agrees to pay for all fees associated with set up of the entry system.
- 3) The USATF web site shall be the exclusive host of the Championships results.

Bidder's Initials X

Part XV – National Youth Committee/Competition Management Team

A. USATF Requirements:

- 1) Bidder will be responsible for all expenses associated with one pre-selection site visit by up to four (4) USATF staff and Youth Committee representatives. In addition, Bidder shall be responsible for the expenses associated with up to two (2) follow-up site visits, by no more than four (4) persons prior to the Championships, which may include USATF staff. (See **ADDENDUM I** for the On-Site Visit Agenda.)
- 2) Two (2) days before, during, and one day after the Championships Bidder shall provide hotel rooms, transportation to and from their respective home city, the airport and the hotel, the hotel and competition facilities as well as meals and hotel rooms for up to six (6) meet management and technical staff as designated by USATF.
- 3) Bidder shall provide transportation between the airport and the hotel, the hotel and the competition facility, meals and hotel rooms for up to fifteen (15) Regional Coordinators, or such other meet management personnel designated by USATF.
- 4) Bidder must provide three (3) full-size rental cars and one (1) seven-passenger van, including daily insurance coverage, for use of the Youth Committee and USATF staff, at no cost to USATF.

Bidder's Initials X

Part XVI – Officials

A. USATF Requirements:

- 1) Bidder must utilize USATF certified officials to officiate the Championships.
- 2) Bidder must establish an officials and event staff hospitality area where food, fluids, and fruit are available throughout the competition.
- 3) Bidder is encouraged to provide accommodations and transportation for officials from outside the geographic area of the local Association.

Bidder's Initials X

B. Bidder to Provide the Following:

- 1) Will officials from outside the Association be invited? Yes No

- 2) Will the event provide any of the following for the certified officials?
Transportation Yes No (If yes, describe)
Food Yes No (If yes, describe)
Lodging Yes No No. of nights _____ No. of officials _____
Meal at Event Site Yes No
- 3) Indicate plans for delivery of fluids and meals to officials working at the Championships.

Part XVII – Volunteers

A. USATF Requirements:

- 1) Volunteers are an essential part of conducting a successful Championship event. Bidder must plan for the recruitment of a sufficient number of volunteers to ensure the success of the Championships. 10-15 adults are necessary to serve as finish line/chute workers (must report to the finish line at least 30 minutes prior to the start of the first race).
- 2) Bidder must provide Volunteers with amenities such as t-shirts, toilet facilities, beverages, and/or light snack, and transportation as appropriate.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) Indicate plans for securing volunteers needed for the Championships.
- 2) Indicate plans for providing amenities to volunteers.

Part XVIII – Safety and Security

A. USATF Requirements:

- 1) Bidder must ensure the safety of all athletes, officials, and spectators at the Championships.
- 2) Bidder must arrange for the appropriate number of uniformed security personnel to be available along the course and at the start and finish lines for the Championships.
- 3) Golf carts or similar vehicles must be provided to transport injured or incapacitated individuals from the Championships course.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) Detailed security and evacuation plans to ensure the safety of athletes, officials, and spectators during the Championships. The plan should detail the chain-of-command in the security and evacuation protocol and include the role of the Youth Chair in the decision-making process.
- 2) Indicate whether local police or private security personnel will be present during the Championships, and provide details.

Part XIX – Medical

A. USATF Requirements:

- 1) Bidder shall ensure that adequate medical services are available for the duration of the Championships: a minimum of one (1) physician and ten (10) athletic trainers.
- 2) Certified first aid providers must be on-site at all times to cover the entire race course.
- 3) Vehicles for transporting injured athletes to the medical tent must be provided. USATF's decision on the adequacy of medical services shall be final.
- 4) Separate medical areas shall be established for athletes and spectators which may utilize either tents and/or permanent structures. The locations must be publicized in the Junior Olympics Passport.

Bidder's Initials X

B. Bidder to Attach the Following:

- 1) Plans for ensuring adequate medical services for athletes and spectators. Please note that the adequacy of medical services must be approved by USATF.
- 2) Hydration plan for athletes and spectators.

Part XX – Legal

A. USATF Requirements:

- 1) After the Bid is awarded, it remains subject to site and compliance review to monitor the progress toward fulfilling the obligations and requirements contained herein and of any subsequent site-evaluation visits. Failure of Bidder to successfully complete the site and compliance reviews may result in forfeiture of the contract deposit and/or removal of Championships from Bidder, or both.
- 2) On or before February 15, 2012 the successful Bidder shall execute the aforementioned Contract, which shall govern the relationship between the parties with respect to the Championships.
- 3) The successful Bidder must satisfy the pre-conditions stated in the Contract. If the Bidder fails to meet these obligations, then USATF reserves the right to withdraw the award of the Championships and re-award them to another Bidder, pursuant to the procedures outlined in USATF Regulation 18-F-10 or assess a penalty of up to Two Thousand Dollars (\$2,000) per infraction.

Bidder's Initials X _____

B. Bidder to Provide the Following:

- 1) Name and title of individual with legal authority to execute a contract on behalf of Bidder.
- 2) Tax identification number of Bidder.
- 3) State Certificate of Good Standing, State Certificate of Authority or Board of Director's resolution authorizing Bidder to pursue hosting the Championships.

Part XXI – Additional Information (Attach Additional Sheets with Responses)

Please provide any additional information that you believe will assist USATF in deciding whether to award a National Championships event to your organization.

BIDDER STATEMENT

I, _____, on behalf of _____ (Bidder), the entity seeking to host the 2013 USATF National Junior Olympic Cross Country Championships (the "Championships"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Application Form and the "National Championships Bidding" information on the USATF web site. I understand the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder. In particular, I understand that Bidder does not have the right to contract with any sponsor, supplier, or vendor without the express written consent of USATF. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in this Bid Application and the Bid Championships contract to be executed on or before February 15, 2013, as well as all applicable USATF and IAAF Competition Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USATF and Bidder.

Each and every statement, promise, chart, photograph, or submission made in conjunction with the submission of this Bid Application is true and accurate, as of the date of this submission, and does not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled. If, due to subsequent events or inaction, any statement, promise, chart, photograph, or submission made herein is no longer true or capable of being fulfilled, then I shall immediately notify USATF of this fact. For purposes of the preceding sentence, I understand that I am obligated to notify USATF, within forty-eight (48) hours, of the discovery that any aspect of the attached Bid Application has become untrue or is incapable of performance. I further understand and agree that USATF reserves the right to withdraw its award of the Championships due to Bidder's inability to fulfill the conditions and promises stated in its original Bid Application, or as modified by mutual agreements.

EVENT ORGANIZER/BIDDER

USATF YOUTH COMMITTEE

Print Name:

Title:

Youth Athletics Division Chair

Entity Represented:

Date:

Date:

EVENT/RACE DIRECTOR

Name:

Title:

Entity Represented:

Date:

ASSOCIATION ACKNOWLEDGEMENT

I, on behalf of the _____ Association of USA Track & Field, Inc., hereby acknowledge that the Association has been consulted by _____ (Event Organizer) regarding the role it shall play if Event Organizer is awarded the 2013 USATF National Junior Olympic Cross Country Championships.

Date: _____

Name:

Title: President (required)

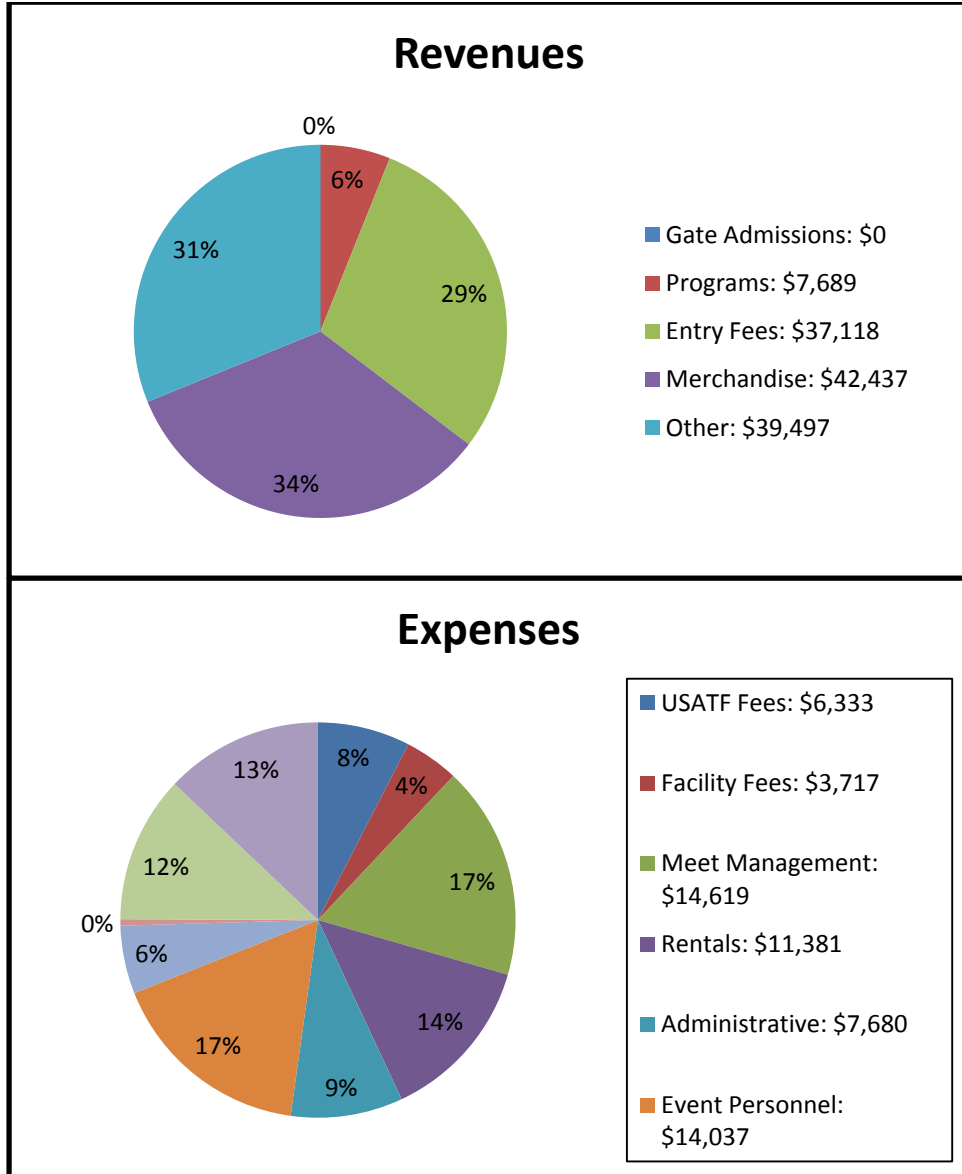
Date: _____

Name:

Title:

ADDENDUM A

USATF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS FINANCIAL OVERVIEW



See next page for explanation of revenues and expenses

| | |
|--------------------------|------|
| Average Total Entries | 2500 |
| Total Hotel Room Nights | 1500 |
| Hotel Nights per Athlete | 0.60 |

| <i>Nightly Hotel Activity</i> | |
|-------------------------------|-----|
| Wednesday | 1% |
| Thursday | 22% |
| Friday | 32% |
| Saturday | 27% |
| Sunday | 19% |

Figures above represent a three year average (2008, 2009, and 2010) of financials as reported by Championships Hosts.

ADDENDUM A cont'd

Financial Overview for Junior Olympic Cross Country Explanation of Expenses and Revenues

Revenues

| | |
|------------------------|--|
| <i>Gate Admissions</i> | monies received from those paying to attend the event |
| <i>Programs</i> | monies received from sale of event programs |
| <i>Entry Fees</i> | monies paid by athletes to compete |
| <i>Merchandise</i> | from sale of merchandise; could be from a contract agreement with vendor |
| <i>Other</i> | varies by event and city; usually in the form of sponsorships |

Expenses

| | |
|----------------------------------|--|
| <i>USATF Fees</i> | bid fee, rights fee, sanction fee |
| <i>Facility Fees</i> | facility rental fee, facility clean-up fee, any required permits |
| <i>Meet Management</i> | equipment (purchased or rented), wristbands or other credentials, hip numbers, team awards, communications (radios), timing, sound system, signage or banners, shirts, directional signs, water, cups, ice |
| <i>Rentals</i> | golf carts, tents, tables, chairs, port-a-lets; NOT vehicles or facility |
| <i>Administrative</i> | operations center, office supplies/equipment, telephone/fax, printing, postage |
| <i>Event Personnel</i> | meet director, officials, timers, starters, announcers, security, EMT/ambulance, other labor |
| <i>Accommodations: USATF</i> | travel, lodging, and meals for USATF staff |
| <i>Accommodations: Officials</i> | travel, lodging, and meals for officials |
| <i>Accommodations: Other</i> | travel, lodging, meals for other personnel, transportation, shuttle, hospitality |
| <i>Other</i> | varies by event or city; can include promotions, unanticipated expenses, etc |

ADDENDUM B

Sample Budget

| EXPENSES | AMOUNT |
|---|---------|
| USATF Fees | |
| Bid Fee | \$2500 |
| Rights Fee | \$7,500 |
| Sanction Fee | |
| FACILITY FEES | |
| Credit Card Fees | |
| Facility Clean-Up | |
| Facility Repair | |
| Permits | |
| MEET MANAGEMENT | |
| Communications | |
| Directional Signage | |
| Equipment: Purchase | |
| Equipment: Rental | |
| Hip Numbers/Pins | |
| Shirts for Volunteers | |
| Signage/Banners | |
| Sound System | |
| Timing | |
| Team Awards | |
| Water, Ice, Towels, Cups | |
| Wristbands/Credentials | |
| RENTALS (not vehicles or facility) | |
| Golf Carts | |
| Port-O-Lets | |
| Tents, Tables, Chairs | |
| ADMINISTRATIVE | |
| Office Equipment | |
| Office Supplies | |
| Operations Center | |
| Postage/Shipping | |
| Printing | |
| Telephone, Fax, etc Set-Up | |

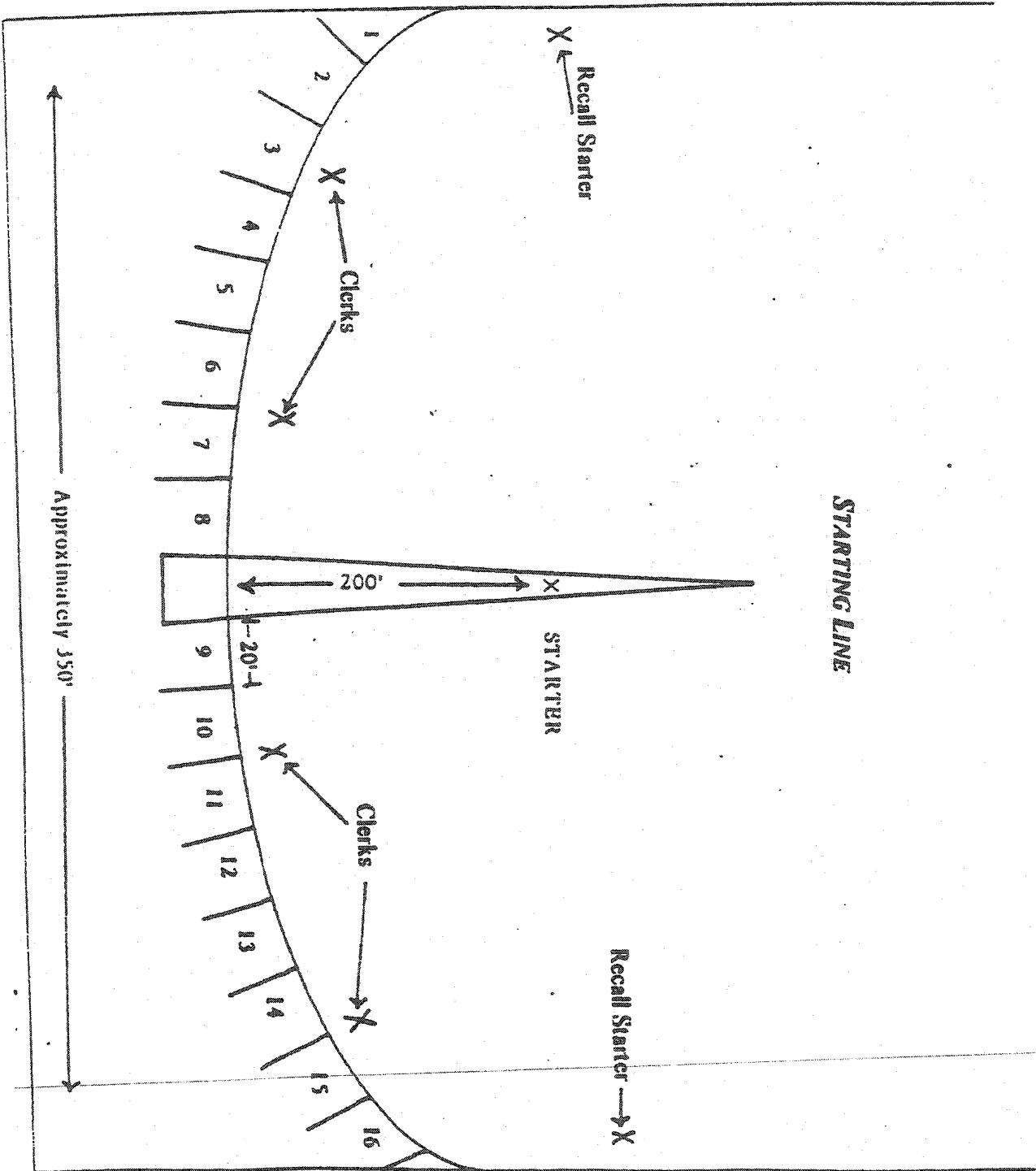
| | AMOUNT |
|----------------------------------|--------|
| EVENT PERSONNEL | |
| Announcers | |
| Meet Director | |
| Officials | |
| Physician | |
| Security | |
| Starters | |
| Timers | |
| Trainers/EMT/Ambulance | |
| Other | |
| ACCOMODATIONS: USATF | |
| USTAF Staff Lodging | |
| USATF Staff Meals | |
| USATF Staff Travel | |
| ACCOMMODATIONS: OFFICIALS | |
| Officials Lodging | |
| Officials Meals | |
| Officials Travel | |
| ACCOMMODATIONS: OTHER | |
| Hospitality Tent | |
| Shuttle | |
| Timing Staff Lodging | |
| Timing Staff Meals | |
| Timing Staff Travel | |
| Travel/Meetings | |
| Vehicle Rental | |
| Volunteer Meals | |
| Other | |
| PROMOTION | |
| Advertising | |
| Marketing | |
| OTHER | |
| Opening Ceremonies | |
| Pasta Dinner | |
| Miscellaneous Expenses | |

| REVENUES | AMOUNT |
|--------------------------------------|--------|
| GATE ADMISSIONS | |
| PROGRAMS | |
| ENTRY FEES | |
| MERCHANDISE | |
| Vendor Fees for Booth | |
| Sales | |
| CONCESSIONS | |
| OTHER | |
| Meet Photo Contract | |
| Hotel Rebate | |
| Convention & Visitors Bureau Support | |
| Bid Application Deposit Refund | |
| Expo Area | |
| Sponsorship | |

| Rooms Each Night | |
|------------------|--|
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| TOTAL | |

| Volunteers Per Day | |
|--------------------|--|
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| TOTAL | |

ADDENDUM C



STARTING LINE

STARTER

Recall Starter

Approximately 350'

Approximately 400m to first turn 16 Stalls

- 15 for Region
- 1 for first

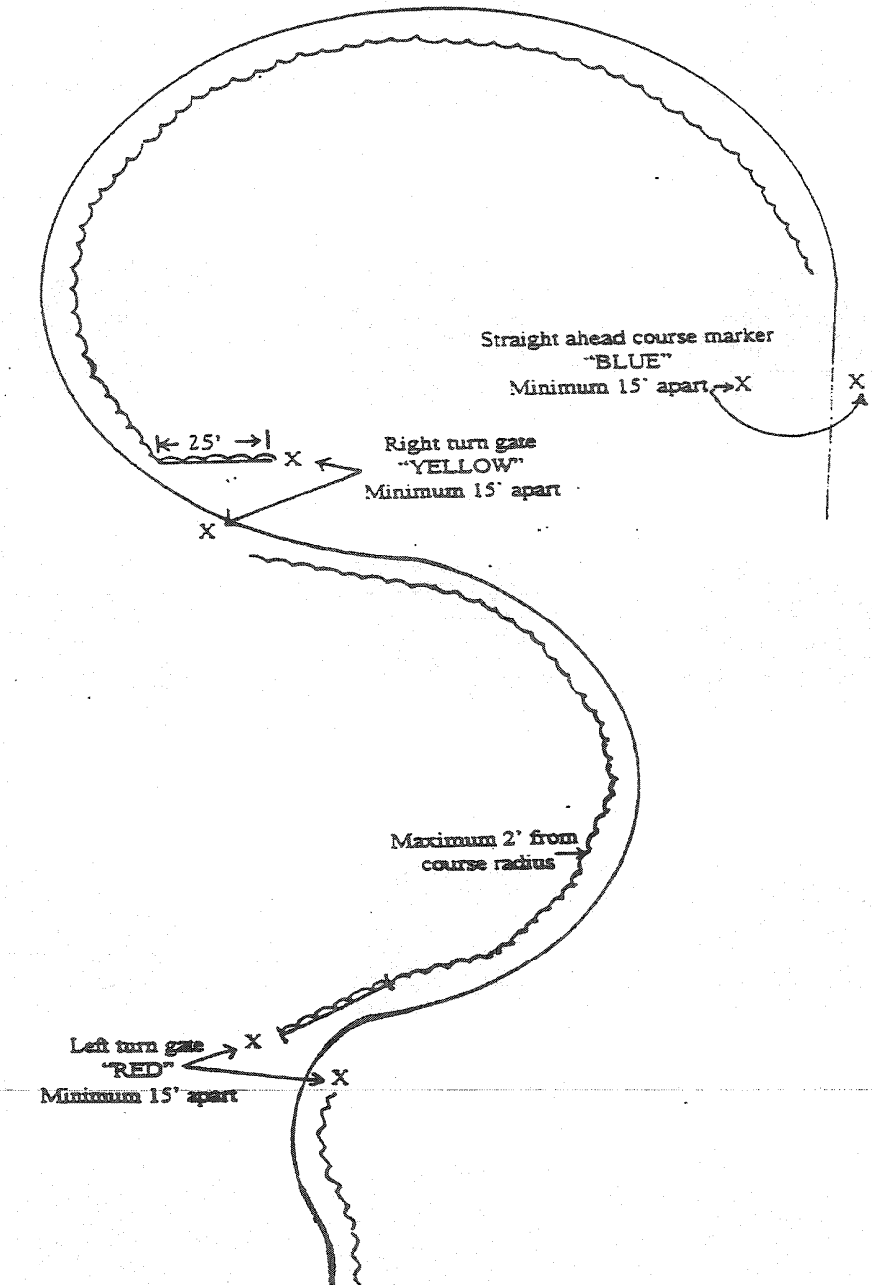
Suggested 4 Clerks 1 per 4 sections.

Start line to be 300m radius.

People Proof Barrier

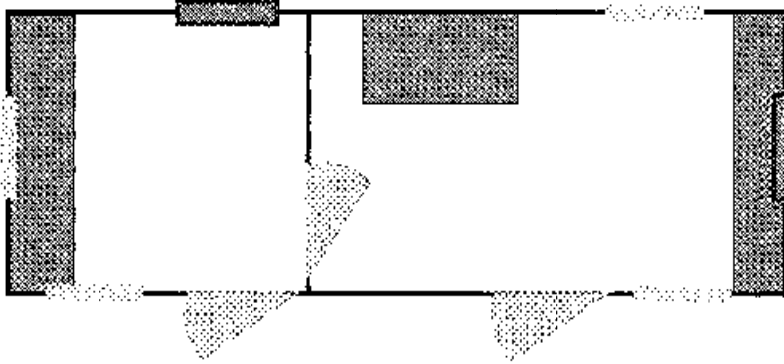
ADDENDUM D

| LEGEND | |
|------------|--------|
| Left Turn | Red |
| Right Turn | Yellow |
| Straight | Blue |

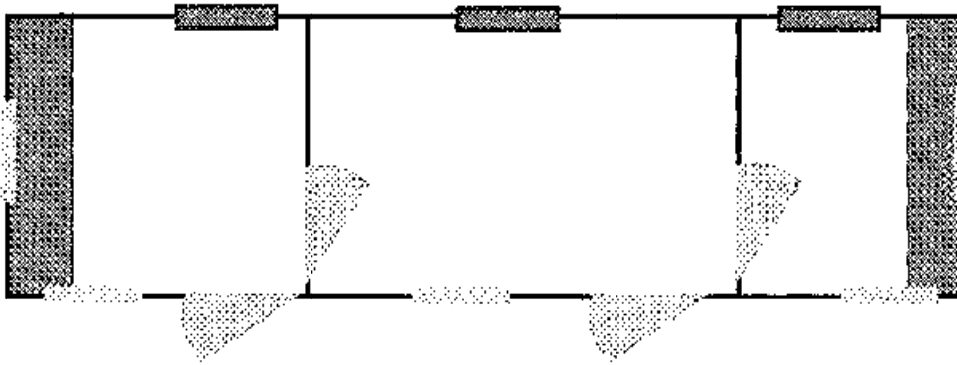


ADDENDUM E

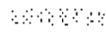
Two Room Trailer (10x36)



Three Room Trailer (10x44)



Legend:



Window



Built-In Desk



A/C Unit



Door

ADDENDUM F

OPERATIONS SUPPLIES

For Operations

| No | Item |
|------|---|
| 1 | Box of 100 manila folders with three position tabs |
| 2 | Plastic file boxes to hold manila folders |
| 6 | Scotch tape rolls in dispensers |
| 2 | Rolls duct tape |
| 5 | Pairs of scissors |
| 2 | Boxes of large paper clips |
| 1 | Package of black binder clips in assorted sizes |
| 2 | Staplers (office size) |
| 1 | Box staples |
| 2 | Staple removers |
| 6 | Large black markers |
| 1 | Package of Sharpie markers in assorted colors with fine point |
| 1 | Package of highlighters in assorted colors |
| 4 | Boxes of black retractable pens |
| 2 | Boxes of pencils: sharpened |
| 1 | Bottle of white out |
| some | Post-it Notes in small size and assorted colors |
| 1 | Package of mini-legal style pads |
| 6 | Long clip boards |
| 4 | Large rolls of paper towels |
| 1 | Box large garbage bags |
| 1 | Cooler for bottled water |

For Posting

| No | Item |
|----|-------------------------------|
| 1 | Staple gun and box of staples |
| OR | |
| 6 | Rolls masking tape |

ADDENDUM G

PACKET PICKUP and REGISTRATION SUPPLIES

| No | Item |
|------|---|
| 3500 | Labels - 1 1/3" by 4" |
| 22 | boxes [1 gross per box (1400)] of safety pins (8 pins per athlete)* |
| 1000 | 9x12 envelopes |
| 24 | Bankers Boxes (storage boxes) |
| 16 | file boxes 3 1/2" x5" with 16 sets alpha index cards |
| 2 | packs of white card stock paper |
| 18 | 2 1/2 " or larger viewable binders |
| 12 | sets of 8 tabs dividers |
| 2 | set alpha tab dividers |
| 20 | red pens |
| 80 | blue pens |
| 2 | red Sharpie markers |
| 2 | black Sharpie markers |
| 2 | wide black Sharpie markers |
| 1 | large industrial paper cutter |
| 2 | printers in registration: 1 small color (copier/printer all-in-1 preferred) & 1 laser printer for printing package sheets |
| 2 | packages of yellow highlighters |
| 2 | staple removers |
| 2 | staplers and staples |
| 2 | pairs of scissors |
| 1 | pack of note pads |
| 2 | large packs of note strips |
| 1 | case of cop paper |
| 2 | rolls paper towels |
| 1 | small box large garbage bags |
| 1 | cooler for water for workers |

* Cleaner's Supply is the recommended vendor for purchase of safety pins. www.cleanerssupply.com or 800-568-7768 SKU # Sp-1(closed)

If registration area is not secure, need secure storage for boxes each night.

ADDENDUM H

Junior Olympic Marks, Images, and Terminology

USA Track & Field ("USATF") is recognized by the United States Olympic Committee ("USOC") as the National Governing Body for the sports of track and field, long distance running and race walking within the meaning of the Constitution and Bylaws of the USOC and Ted Stevens Olympic and Amateur Sports Act (the "Act"). USATF has staged, advertised and promoted events marketed as "Junior Olympic" events over the past several years.

Subject to the terms and conditions of this Bid Application and any contract between USATF and Bidder relating to this application (the "Contract"), USATF shall grant to Bidder a non-exclusive, nontransferable right and license to use: (a) certain Junior Olympic-related marks, images and terminology (i) to identify the Junior Olympic Events, (ii) to stage the Junior Olympic Events, and (iii) to advertise and promote the Junior Olympic Events in all media. Bidder hereby agrees to comply with all terms and conditions of the Contract, including with respect to Media Rights, Sponsorships, Merchandising, Signage, Marketing and Ambush Marketing.

ADDENDUM I

USATF YOUTH COMMITTEE ON-SITE VISIT AGENDA

FIRST DAY

12:00 PM - 6:00 PM USATF Representatives arrive, LOC transports to hotel

7:00 PM - 7:30 PM USATF Representatives meet all LOC members

7:30 PM USATF Representatives and LOC Dinner

SECOND DAY

8:00 AM - 9:30 AM Breakfast

9:30 AM - 12:00 PM Visit Cross Country Course

12:00 PM - 1:30 PM Lunch

1:30 PM - 3:00 PM Visit Meet Headquarters, Hotels, Convention Centers, etc

3:00 PM - 6:00 PM USATF Representatives return to hotel, write report

6:00 PM - 7:00 PM USATF Representatives and LOC review and sign report

7:00 PM Dinner

THIRD DAY

8:00 AM - 9:00 AM Breakfast

9:00 AM USATF Representatives depart