



USATF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS BID APPLICATION

The host city for the 2011 USATF National Junior Olympic Cross Country Championships (the "Championships") must be in the East Zone of the United States (comprising the following Associations: Adirondack, Connecticut, Florida, Georgia, Kentucky, Lake Erie, Long Island, Maine, Metropolitan, Michigan, Mid-Atlantic, New England, New Jersey, Niagara, North Carolina, Ohio, Potomac Valley, South Carolina, Three Rivers, Virginia, West Virginia). Therefore, no bid applications from bidders proposing to host the Championships in a location outside the East Zone will be considered.

Please forward one (1) copy of the completed application with supporting materials to Tricia Floyd, Grass Roots Programs Manager, 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 to us, 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 July 31, 2009.**

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

Part I – Principal Contacts		PLEASE PRINT LEGIBLY OR TYPE
Bid Submission Date:	Event Ste:	
Event Organizer/Bidder:		
Contact Name:	Tel. (W):	
Address:	Fax:	
	Cell:	
Website Address:	E-mail:	
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: 2011 (East Zone)	Event: USATF National Junior Olympic Cross Country Championships	

Part III – Bid Award Process

The Championships will be awarded at the USA TF Annual Meeting to be held in Indianapolis, IN December 2-6, 2009. Site selection will be made from among those fully and properly completed Bid Applications submitted to USA TF 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 Two Thousand Five Hundred Dollar (\$2,500.00) rights fee to USA TF on the date the Championships are awarded.

Part IV – Junior Olympic Marks, Images, and Terminology

Bidder hereby agrees to the terms and conditions set forth in **ADDENDUM "G"** with respect to commercial and other use of Junior Olympic-related marks, images and terminology.

Part V – Event Details

- 1) Event Site (Facility or Park Name & City, State):
- 2) Event Title (USA TF Reg. 4-B): **USA TF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS**
- 3) Event Date: **DECEMBER 10, 2011**
- 4) Please enclose a course map, showing course layout, in accordance with USA TF Competition Rule 304. Indicate on course map the location of registration center, start line, aid and medical stations, split markers, finish line, toilet facilities, and media facilities (if applicable).
- 5) Please attach a History Sheet listing Association, Regional, National, or other Championships held on this site.
- 6) Attach an Entry Form for a previous Cross Country event conducted by Bidder (if any).
- 7) Course Composition (% Asphalt, Concrete, Paved, Unpaved, etc.): Average Width of Course: Narrowest Width of Course and where it occurs along the Course:
- 8) Course Records (if Applicable):
Division Record Holder Nationality Time Date
- 9) Weather Conditions for this time of year:
Average temperature during race time: Average humidity: Average wind:

Part VI – Association (Attach Additional Sheets with Responses)

- 1) Local Association:
President Name:
Telephone:
Fax:
E-mail:

See www.usatf.org/Associations to locate the appropriate contact information for your local USA TF Association.
- 2) Briefly explain the role of the local Association, its officials, and/or other services in the planning or staging of the event. (Attach additional sheets if necessary.)

Part VII – Local Organizing Committee Details (Attach Additional Sheets with Responses)

A. USATF Requirements:

- 1) USATF serves a racially, culturally, socio-economically, and otherwise diverse constituency. The organization seeks to create meaningful opportunities for participation of women, racial and ethnic minorities, and persons with disabilities, and encourages entities hosting our National Championships to do the same. It is the policy of USATF to encourage the use of Minority Business Enterprises ("MBE's") and to promote full and equal business opportunities for MBE's in bid contracting for championship events.
- 2) The successful Bidder shall provide a management team consisting of persons with technical, administrative, sales, marketing, and promotions expertise, as well as support staff, sufficient to plan, host, and conduct a first class Championships event that is able to fulfill the conditions detailed in this bid application and subsequent agreements.

Bidder's Initials _____

B. Bidder to Attach the Following:

- 1) The legal name, address, web page URL address, telephone and fax numbers, and the legal form of the sponsoring organization bidding for the Championships, if different from that listed in Part I.
- 2) List the names and professional background information of key management personnel who will be responsible for the conduct of the Championships. Provide an organizational chart or listing of the proposed event management team.
- 3) Detailed information concerning the host organization's experience in staging major athletic competitions or other events. Please specify the event name(s), date(s), nature of event, budget, number of competitors/participants and attendance figures.
- 4) Name other organizations, if any, that will conduct or assist in the conduct of the event. Explain the relationships and responsibilities of any such organizations. Include their event experiences and key personnel background information.
- 5) Attach the contract or lease agreement with the facility where the Championships is to be held, as appropriate. Explain the responsibilities of the facility's management organization during the Championships.

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 Two Thousand Five Hundred Dollars (\$2,500.00), 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, 2010. 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, 2010 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 Sept. 15, 2011 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 Manager of Grass Roots Programs.
- 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 _____

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, 2009. Bidder should periodically check the USA TF website for updated sponsor/supplier information.

<u>USA TF Sponsors</u>	<u>Product Category</u>	<u>USA TF 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)	Hasty Awards	Medals and Awards
		Ludus Tours	Travel, tour and hospitality packages
24-Hour Fitness	Health club facilities		
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		
MBNA	Affinity Card		

Bidder's Initials _____

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

A. USA TF 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 _____

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 USA TF 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, cost 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 USA TF VIP guests.

Part X – Travel, Transportation, and Parking

A. USA TF 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, USA TF staff, and any VIPs designated by USA TF.

Bidder's Initials _____

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 USA TF staff parking.

Part XI – Promotion, Advertising, and Publications

A. USA TF Requirements:

- 1) The successful Bidder shall consult with USA TF 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 USA TF'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 USA TF's Marketing & Legal departments prior to any use of the logo. The logo shall include the full championship name, the USA TF logo, the year (2011), and may include a design element which symbolizes the event's location.

Bidder's Initials _____

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. USA TF Requirements:

Bidder must provide all necessary facilities and equipment to host a first class cross country competition with 3 km, 4 km and 5 km courses that can handle up to 350 runners. 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 set up with 5 chairs for USA TF 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 USA TF Rule 244.3.
- 4) Show 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-potties 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 set up according to the diagram in **Addendum C**.
- 9) The finish line chute system shall be set up according to the diagram found in **Addendum D**.

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 USA TF 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 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 clocks shall be placed at the finish line. The clocks shall have adequate batteries or a direct power source. One of the clocks must be visible to the athletes as they cross the finish line. All spectators near the 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 house Championships management, and that accommodates tables/desk chairs, electrical power and outlets (and back up system) to run a large copier, computers, printers, faxes, telephones, and other appropriate equipment and personnel. (See **ADDENDUM F** for Trailer diagrams)
- 15) Tent or trailer, with power source, to house finish line timing operations.
- 16) One (1) copy machine with all supplies (include 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'.
- 18) Additional tents as follow (all should be heated if temperatures are below 40 degrees):
 - 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 _____

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 USA TF 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 operation trailer. A preliminary map of the courses should also be provided.

Part XIII – Championships Management

A. USA TF Requirements:

- 1) The Competition Rules of USA TF shall govern the conduct of the Championships.
- 2) Notwithstanding the grant of rights contained in Part IV above, USA TF 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, USA TF'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 USA TF's Competition Management Team has final authority during the competition with respect to the conduct of the Championships.
- 3) USA TF has established the following maximum entry fees for the Junior Olympics: Twenty (\$20.00) Dollars for the national meet. The meet information (internet and printed information booklet) shall specify late fees of Ten (\$10.00) Dollars to be charged by the successful Bidder for processing incomplete entries. (i.e. missing birth certificates, verification of age, etc.) Five Dollars (\$5.00) may be charged for lost race numbers.
- 4) USA TF 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 Manager of Grass Roots Events and Programs and the Youth Committee in providing the necessary information and details for the website and Passport.
- 5) The competition schedule shall be determined by USA TF. The schedule shall be determined at the USA TF Annual Meeting the year before the event is held.
- 6) Bidder must operate a Championships and host city information booth for participants and spectators at the packet pick-up area.
- 7) 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).
- 8) Formal medal presentation with awards stand and public address system must be provided by the successful Bidder. Pursuant to the procedures outlined in USA TF Competition Rule 305 (5), individual awards will be furnished by USA Track & Field 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.
- 9) Bidder shall obtain a USA TF sanction for the Championships and shall have in place Comprehensive General Liability insurance with an insurance company or companies acceptable to USA TF, 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 USA TF against liability for claims or losses resulting from Bidder's uninsured acts or omissions.
- 10) Successful Bidder must send representatives of its Championships race management team, as observers, to the 2010 National Junior Olympic Cross Country Championships. Bidder's race management team must arrive no later than the first day of athlete packet pick-up.

Bidder's Initials _____

Part XIV – Championships Information, Entries and Results

A. USA TF Requirements:

- 1) The successful Bidder shall utilize Hy-Tek meet management software to accept entries into the Championships. USA TF will provide the meet setup disk to the successful bidder and work closely with the successful bidder and the sixteen regional meets to ensure entries from the regional championships are sent in a timely manner and in a format that can be accepted efficiently.
- 2) The USA TF web site shall be the exclusive host of the Championships results.

Bidder's Initials _____

Part XV – National Youth Committee/Competition Management Team

A. USA TF Requirements:

- 1) Bidder will be responsible for all expenses associated with one pre-selection site visit by up to four (4) USA TF 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 USA TF staff. (See ADDENDUM "A" 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 USA TF.
- 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 USA TF.
- 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 USA TF staff, at no cost to USA TF.

Bidder's Initials _____

Part XVI – Officials

A. USA TF Requirements:

- 1) Bidder must utilize USA TF 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 _____

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. USA TF 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. 20-30 adults are necessary to serve as 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 _____

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. USA TF 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 _____

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. USA TF 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. USA TF'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 _____

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 USA TF.
- 2) Hydration plan for athletes and spectators.

Part XX – Legal

A. USA TF Requirements:

- 1) After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards 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, 2010 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 USA TF reserves the right to withdraw the award of the Championships and re-award them to another Bidder, pursuant to the procedures outlined in USA TF Regulation 4-F-10 or assess a penalty of up to \$2,000 per infraction.

Bidder's Initials _____

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 USA TF in deciding whether to award a National Championship event to your organization.

BIDDER STATEMENT

I, _____, on behalf of _____ (Bidder), the entity seeking to host the 2011 USA TF 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 USA TF 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 USA TF. 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, 2010, as well as all applicable USA TF and IAAF Competition Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USA TF 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 do 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 USA TF of this fact. For purposes of the preceding sentence, I understand that I am obligated to notify USA TF, 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 USA TF 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

USA TF YOUTH COMMITTEE

Print Name:

Lionel Leach

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 2011 USA TF National Junior Olympic Cross Country Championships.

Date: _____

Name:

Title: President (required)

Date: _____

Name:

Title:

ADDENDUM A

USA TF YOUTH COMMITTEE ON-SITE VISIT AGENDA

FIRST DAY

12:00 PM - 6:00 PM USA TF Representatives arrive, LOC transports to hotel.
7:00 PM - 7:30 PM USA TF Representatives meet all LOC members.
7:30 PM USA TF 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 USA TF Representatives return to hotel, write report.
6:00 PM - 7:00 PM USA TF Representatives and LOC review and sign report.
7:00 PM Dinner

THIRD DAY

8:00 AM - 9:00 AM Breakfast
9:00 AM USA TF Representatives depart.

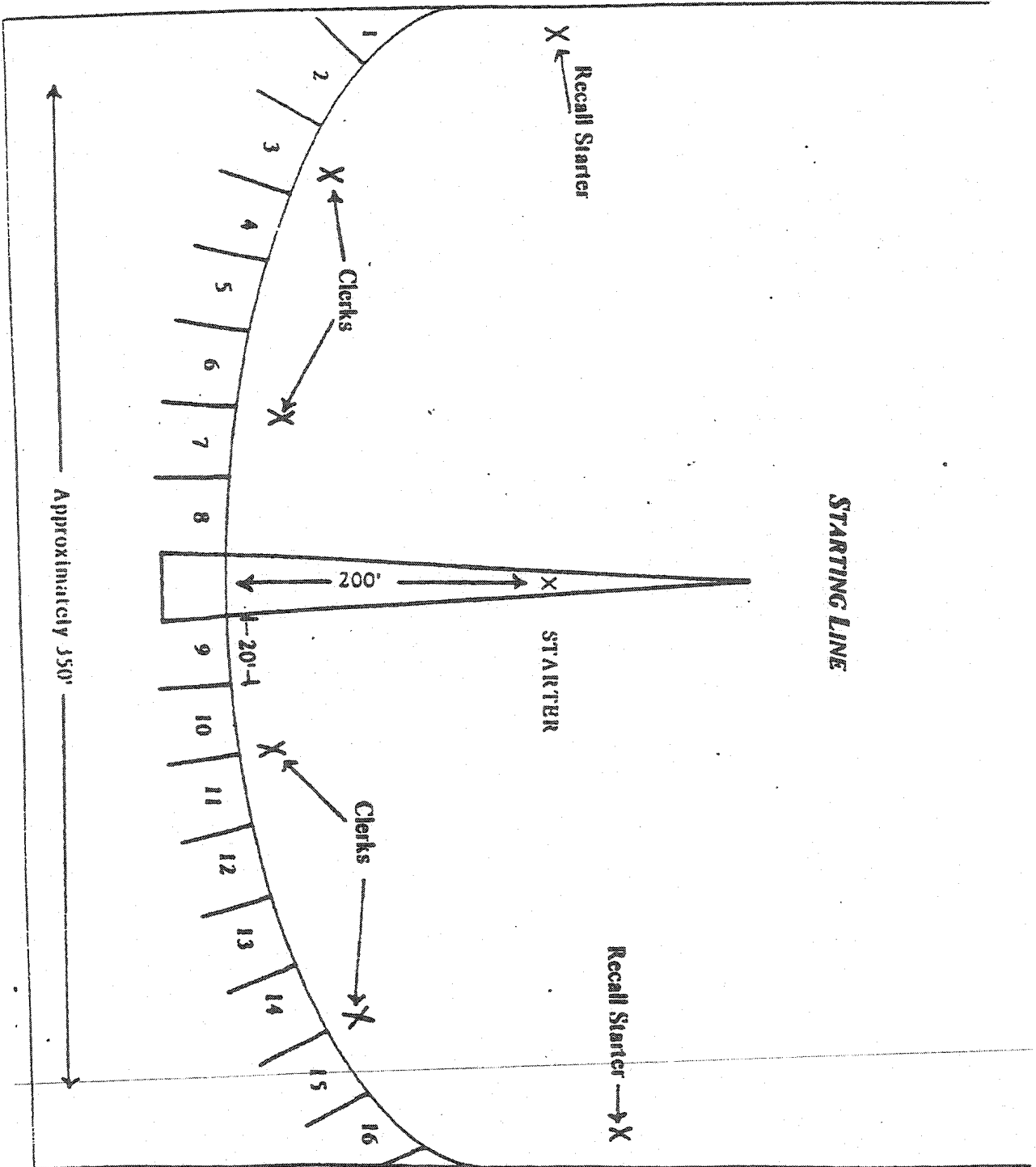
ADDENDUM B Sample Budget

Shaded cells indicate those areas that strongly depend on LOC relationships and arrangements. Figures provided are fixed or "best guess" estimates based on financial reports from previous years.

Revenue	
Sponsorship	
Convention & Visitors Bureau Support	
Hotel Rebate	5,000.00
Concessions	
Meet Photo contract	3,000.00
Program Sales	2,500.00
Entry Fees	20,000.00
Expo Area	
Merchandise Vendor	42,000.00
Other Vendors	3,000.00
Bid Application Deposit Refund	2,500.00

Expenses			
Bid Application Deposit	2,500.00	Police	1,000.00
Rights Fee	2,500.00	Golf Carts	1,600.00
Sanction	700.00	Announcers	1,000.00
Facility Fee		New Equipment Purchase	
Facility Clean-up		Postage & Express Mailings	500.00
Facility Repairs		Hip Numbers/Pins	500.00
Operations Trailer	1,500.00	Travel/Meetings (site visits and bid presentation)	3,000.00
Meet Director		Credit Card Fees	
Paid Personnel - Ticket Takers, Office Staff, etc.		Miscellaneous	5,000.00
Pasta Dinner	7,000.00		
Timing	6,000.00		
Printing - Program, Credentials, Misc	2,000.00		
Office Supplies	2,000.00		
Office Equipment (Copiers/Fax Machines/Phones)	1,000.00		
Communications - Motorola Walkie-Talkies	500.00		
Sound Systems (Clerking & Awards Areas)	500.00		
Signage - Directional	2,000.00		
Opening Ceremonies	5,500.00		
Travel & Housing - Youth Meet Management Staff	5,000.00		
Meals - YMMS, Officials, and Volunteers	3,000.00		
Housing - Officials			
Officials & Volunteer Apparel	3,500.00		
Vehicle Rentals	1000.00		
Shuttle Transportation			
Tents, Tables & Chairs	6,500.00		
Port-o-Lets	1,000.00		
Ambulance/EMT Service	1,000.00		
Athletic Trainers	1,500.00		
Physician			
Security	3,000.00		

ADDENDUM C



STARTING LINE

Recall Starter ← X

X ← Clerks

STARTER X

Recall Starter → X

Clerks → X

Approximately 350'

Approximately 400m to first turn 16 Stairs

- 15 for Region
- 1 for Just

Suggest 4 Clerks 1 per 4 sections.

Start line to be 300m radius.

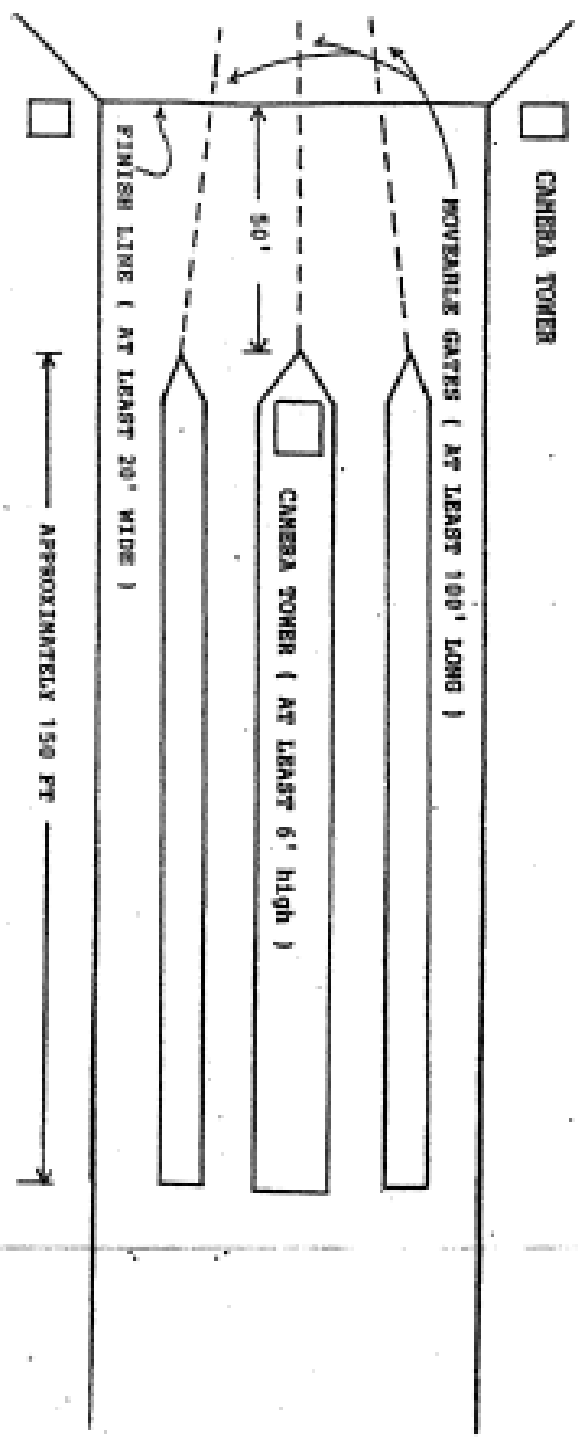
People Proof
Harrow

ADDENDUM D

FINISH LINE AND CHUTE AREA

← FENCING - PEOPLE BARRIER

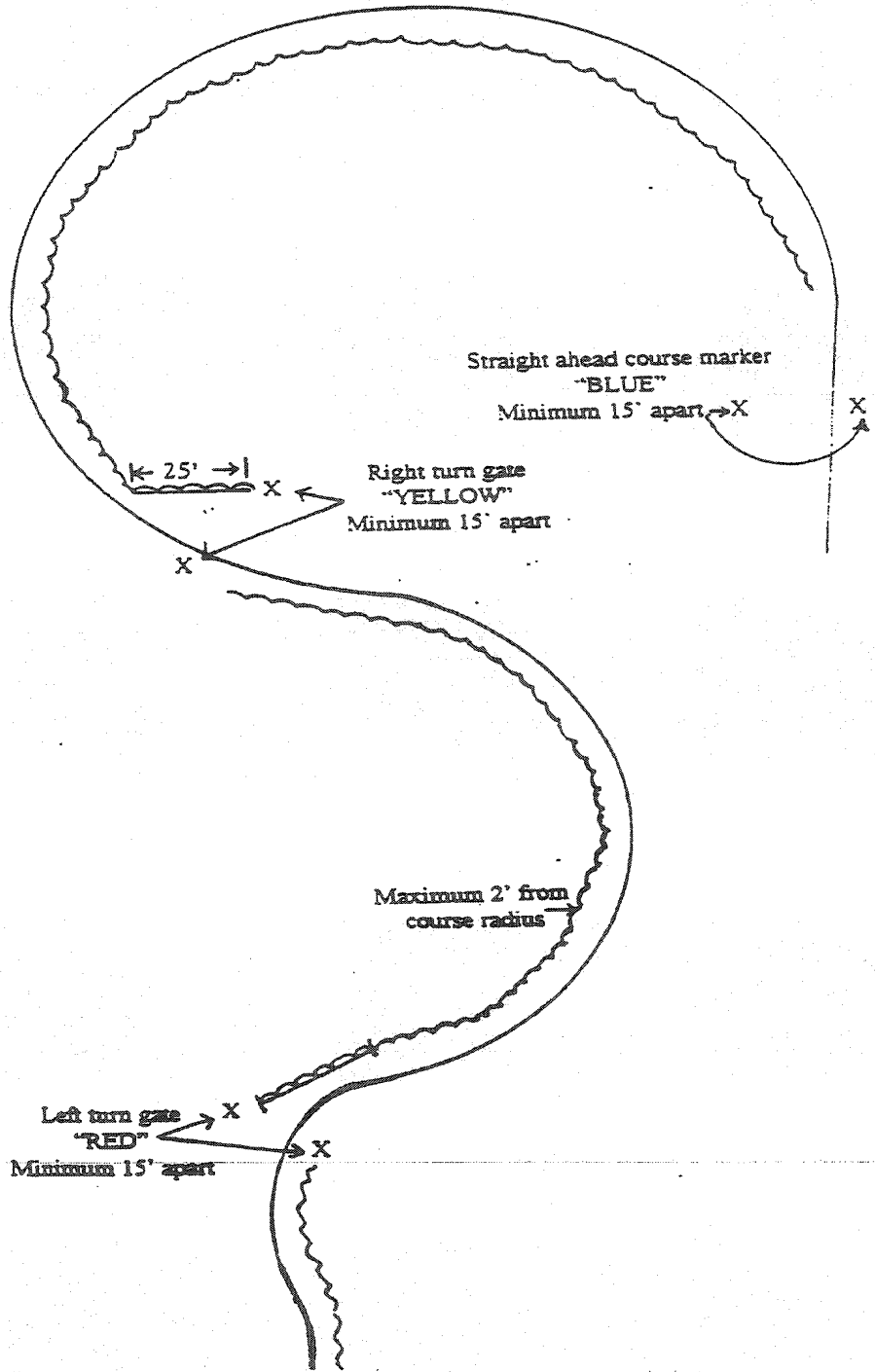
Minimum 4 Chutes (Required)



← FENCING - PEOPLE BARRIER.

- 2 VIDEO CAMERAS
- 2 VOICE RECORDERS

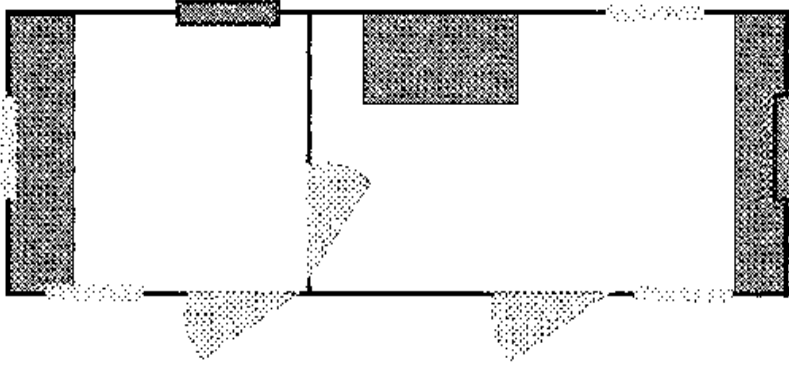
ADDENDUM E



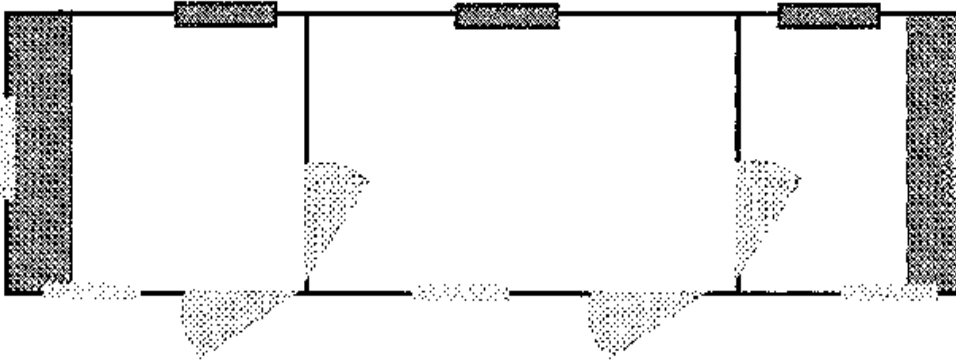
LEGEND	
Left Turn	Red
Right Turn	Yellow
Straight	Blue

ADDENDUM F

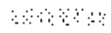
Two Room Trailer (10x36)



Three Room Trailer (10x44)



Legend:



Window



Built-In Desk



A/C Unit



Door

Addendum "G"

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.