



# USA MASTERS OUTDOOR TRACK & FIELD CHAMPIONSHIPS BID APPLICATION

Please forward one (1) copy of the completed application with supporting materials to Andy Martin, Director of Grass Roots Programs, USA Track & Field, 132 E. Washington, Suite 800, Indianapolis, Indiana 46204; and one (1) copy to Gary Snyder, Masters Track & Field Committee Chair, 239 Commonwealth Ave, Boston, MA 02116.

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 USATF Association and obtained its acknowledgement as required below, and (4) read and understand the bidder statement which is a part of this bid application and the sample bid award letter agreement found under "Event Directors/Championship Bidding Information" on the USATF website.

For assistance in completing this Bid Application please contact Gary Snyder {617-480-6506, lyonssnyder@att.net} or Andy Martin {317-713-4675, Andy.Martin@usatf.org}.

<b>Part I – Principal Contacts</b>		<b>PLEASE PRINT LEGIBLY OR TYPE</b>
Bid Submission Date:	Event Site:	
Event Organizer/Bidder:		
Contact Name:	Tel. (W):	
Address:	Fax:	
	Cell:	
Website Address:	E-mail:	
Event 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:	
<b>Part II – Year and National Championship Event Sought</b>		
Year	Events:	
<input type="checkbox"/> 2011	<input type="checkbox"/> Outdoor Track & Field	

### Part III – Bid Award Process

The USA Masters Outdoor Track & Field Championships (the "Championships") will be awarded at the next Annual Meeting of USA Track & Field (USATF). Site selection will be made from among those fully and properly completed Bid Applications submitted to the USATF Masters Committee. Finalists will be recommended by the Masters Track and Field site evaluation committee, and will be awarded by a majority vote of the Masters Track and Field delegates present at the session of the Annual Meeting at which the vote is taken. Bidders are encouraged, but not required to, to make a financial contribution to support USATF Masters Track & Field programs.

#### USATF 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 removal of Championships from Bidder.
- 2) Upon award of the Championships, the successful Bidder shall execute a Bid Award Letter, which shall set forth any pre-conditions that must be satisfied in order to conduct a successful Championships. If Bidder is unable to satisfy the pre-conditions stated in the Bid Award Letter, fails to pay the contract deposit in a timely manner, or fails to execute a formal written agreement related to the conduct of the Championships within One Hundred Twenty (120) days of the execution of the Bid Award Letter, 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 4-F-10.

Bidder's Initials \_\_\_\_\_

### Part IV – Masters Track & Field Games Committee

The Masters Track & Field Games Committee shall work with the successful bidder to conduct a successful Championship. The Games Committee is responsible for approving the schedule of events, overseeing the conduct of the Championships, and working with the successful bidder in the conduct of the Championships. The Games Committee is comprised of six (6) individuals.

#### A. USATF Requirements:

- 1) *Pre-selection site visit:* Bidder shall provide transportation to and from its respective home city, the airport and the hotel, the hotel and competition facilities, as well as meals and hotel rooms, for one pre-selection site visit by two (2) representatives of the Masters Track & Field Committee -- the Championships site selection and Games Committee representatives.
- 2) *Post-award site visit:* Successful bidder shall provide transportation to and from its respective home city, the airport and the hotel, the hotel and competition facilities, as well as meals and hotel rooms, for one post-award site visit by two (2) representatives of the Masters Track & Field Committee -- Games Committee representatives.
- 3) *Ground Transportation/Housing/Meals:* Successful bidder must provide two (2) full-size rental cars, hotel rooms and meals (or per diem) for use by the Masters Track & Field Games Committee and USATF staff, during the Championships. The hotel rooms shall be double occupancy except that the Chairperson shall be provided a suite in which meetings may be held during the championships.

Bidder's Initials \_\_\_\_\_

### Part V – Event Details (Attach Additional Sheets with Responses)

1) Event Site (Facility Name & Location):

2) Event Title (USATF Reg. 4-B) shall be: USA Masters Outdoor Track & Field Championships.

3) Proposed event dates: Alternate dates:

4) Weather conditions for this time of year:  
Average temperature during competition dates: Average humidity: Average wind:

#### Bidder to Attach the Following:

- 1) A history sheet listing previous Association, Regional, National, or other Championships held at the proposed facility.
- 2) A diagram of the track and surrounding facilities, showing layout, in accordance with USATF Competition Rule 62. Indicate location of athlete check-in, field event areas, aid and medical stations, finish line, toilet facilities, and media facilities (if applicable). (See Part XII for additional facility and equipment requirements.)
- 3) An entry form for a previous Track & Field event conducted by Bidder (if any).

### Part VI – Association

1) Local Association:

President Name:

Telephone:

Fax

E-mail:

Visit [www.usatf.org/associations](http://www.usatf.org/associations) to locate the USATF Association in your area.

2) Briefly explain the role of the local Association, its officials, and/or other services in the planning and operations of the Championships. (Attach a sheet, if necessary.)

3) Obtain Association's signature on Acknowledgement form on page 10.

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

### A. USATF Requirements:

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.

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

## Part VIII – Business Issues (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) *Contract Deposit:* Bidder shall provide a Five Thousand Dollar (\$5,000) contract deposit, refundable in whole or part, pursuant to the terms of the Championships Agreement.
- 2) *Financial Contribution:* Each Bidder is encouraged, but not required, to make a financial contribution to support Masters Track and Field programs.
- 3) *Formal Agreement:* The successful bidder will be required to execute a formal Championships agreement.
- 4) *Financial Responsibility:* The successful bidder must demonstrate its financial responsibility to pay all of the expenses and show evidence of financial fitness to conduct the Championships.
- 5) *Financial Report:* Within sixty (60) days of the conclusion of the Championships, the successful Bidder will be required to prepare a complete financial accounting of the Championships and submit it to USATF's Chief Financial Officer.
- 6) *Masters Track & Field Committee Surcharge:* The successful Bidders will be required to add Ten Dollars (\$10) to each entry fee as a surcharge, and remit said surcharge amounts collected to USATF for the support of Masters Track and Field programs.
- 7) *Sponsorships:* 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, if any, without the express written approval of USATF.
- 8) *Promotion & Advertising:* 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 advance by USATF's Marketing Department, prior to publication. It is suggested the successful Bidder purchase a full page advertisement in *National Masters News (NMN)*. *NMN* can be reached at P.O. Box 1117, Orangevale, CA 95662, telephone (916) 989-6667, e-mail [nminfo@nationalmastersnews.com](mailto:nminfo@nationalmastersnews.com).
- 9) *Internet/web Rights:* USATF owns all Internet/web rights to Championships. USATF's web site shall serve as the official source of/portal for all Championships information (entry information and forms, eligibility, schedule of events, athlete information, travel, results, etc.). The USATF web site shall be the "sole" source of results information. LOC may provide a link from its web site to Championship's official information on the USATF web site. USATF will provide a link back to LOC web site with respect to certain relevant other information and event-related communication.
- 10) *Broadcast Rights:* USATF owns all broadcast rights (television, radio, internet, etc.) to the Championships. USATF may, in its sole discretion, enter into a limited licensing agreement with the successful bidder with respect to certain broadcast rights. Successful bidder shall make best efforts to prevent any webcast or other such video distribution conducted by spectators, participants, working media, or any other third party unless such activity is approved by USATF.
- 11) *Entries:* All entries into the Championships, whether submitted electronically or on paper entry forms, shall be processed via the USATF web-based Event Entry System. A transaction fee of 3% of the total entry fee shall be retained by USATF for each online entry to cover credit card processing costs, security service charges, and other administrative expenses. USATF shall forward all entry fees net revenue to LOC. The LOC may develop a paper entry form for use by athletes to enter the championships. The entry form shall be submitted to the USATF Director of Grass Roots Programs for approval prior to being distributed to athletes. Entries submitted via the paper entry form are not assessed the 3% transaction fee.
- 12) *Merchandise Sales:* Revenue from the creation and sale of Championship merchandise bearing USATF Marks, must be approved in advance by USATF's Marketing Department, and must be negotiated with USATF. USATF reserves the right to conduct its own merchandising sales at the event.
- 13) *Non-Merchandise/Concession Sales:* Revenue from non-merchandise concession sales will be retained by the successful Bidder.
- 14) *Exposition area:* Successful bidder may create an exposition area provided that USATF and USATF sponsors and suppliers are given free space in prime locations. Bidder will retain revenue from exposition booth rental.
- 15) *Medals & Awards:* Successful bidder shall pay for all medals and awards to competitors as described more fully in Part XIII-9 below.
- 16) *Event Sanction:* Successful bidder agrees to obtain a USATF sanction for the Championships, regardless of whether it secures event insurance coverage through USATF.

Bidder's Initials \_\_\_\_\_

### B. Bidder to Attach the Following:

- 1) A proposed Championships budget (See Addendum A for budget template)
- 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, 11 below.)
- 3) Details of any Championships merchandise Bidder wishes to create and sell.
- 4) Details of anticipated concession sales at Championships.
- 5) Details of anticipated exposition area with booth sizes(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 July 25, 2008. 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	Connor Sport Court	Track and field surfaces
VISA	Financial payment services (credit and debit cards, ATM cards, stored value cards, traveler's checks, vouchers, and electronic products/services payment)	Dartfish (USA), Inc.	Skills evaluation software training system
Tyson Foods	Packaged Chicken, Beef, and Pork	Gill	Athletic equipment
AT&T	Communications	Hasty Awards	Medals and Awards
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. USATF Requirements:**

- 1) Successful bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected athletes, coaches, officials, and family members who will attend the Championships.
- 2) Successful bidder must be able to secure a headquarters hotel(s) that will reserve an adequate room block for participants and spectators, up to seven (7) days prior to Championships.
- 3) Successful bidder shall provide free double occupancy housing for the Masters Games Committee, except that the room for Masters Track & Field Chair shall be a suite.
- 4) Successful bidder must ensure that adequate eating establishments or food service arrangements will be available for participants and spectators at the Championships.
- 5) Successful bidder shall coordinate an athlete dinner/USATF awards ceremony on the Saturday evening of the championships. A fee may be charged to the athletes to attend. A public addresses system must be provided for use by USATF for the awards ceremony. Entertainment must be provided. A cash bar shall be available.

Bidder's Initials \_\_\_\_\_

**B. Bidder to Provide the Following:**

- 1) List the names of hotels or other properties that will participate in your proposed Championships 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. Indicate distances from track and field facility.
- 2) Name of headquarters hotel and indicate meeting rooms available for USATF use, if necessary.
- 3) Is other housing available near the track and field facility at varied rates? Yes      No
- 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 track and field facility, 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. However, such housing is adequate for some athletes, officials and others, may desire these accommodations.)
- 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. Yes      No  
If yes, please describe.
- 7) Will there be an athlete/officials banquet? Yes      No
- 8) If yes, will it be free of charge? Yes      No  
If no, describe what special rates are planned?

**Part X – Travel, Transportation, and Parking (Attach Additional Sheets with Responses)**

**A. USATF Requirements:**

- 1) Bidder must ensure that the host city has adequate transportation facilities and capabilities for those managing, participating in, or spectating at the Championships.
- 2) Bidder must provide complimentary adequate parking arrangements at the competition site for the athletes, the Masters Track & Field Committee, USATF staff, and any VIPs designated by USATF.

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 hotels 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 track and field facility 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 (Attach Additional Sheets with Responses)

### A. USATF Requirements:

Bidder shall consult with USATF to optimize public awareness of the Championships. Bidder shall use its best efforts to promote the Championships, including through print (including NMN), public relations, radio, television, Internet, and print publications, to generate substantial spectator and community support and extensive national awareness of the Championships. USATF and its sponsors, suppliers, and licensees shall receive free advertising in the Championship's program. Bidder shall consult with USATF's Marketing Department prior to engaging in any promotional or advertising activities.

### 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), and
  - d) Internet.

## Part XII – Facilities and Equipment (Attach Additional Sheets with Responses)

### A. USATF Requirements:

Bidder must provide all necessary facilities and equipment to host a first class track and field competition. Such facilities and equipment include:

#### Track and Field Facilities

- 1) A 400m, eight-lane, synthetic, track and field facility that meets IAAF requirements and complies with USATF Competition Rules 62 and 64.
- 2) Separated and secure clerking area with tables in permanent building or tents (see paragraph 20 below).
- 3) Adequate separation for perimeter of field event venues and the start and finish lines to provide the safest environment.
- 4) Adequate bathrooms must be available throughout track and field facilities. Port-a-potties should supplement bathroom facilities, as appropriate.
- 5) Separated secure area for award presentations.
- 6) Press facilities that include internet access (wireless access is preferred).

#### Track and Field Equipment

- 7) Score board for simultaneous track results display is preferred but not required.
- 8) Sign board indicators for each field event.
- 9) One (1) set of five (5) adjustable steeplechase barriers and a working steeplechase pit.
- 10) One (1) set of eight (8) quality, starting blocks,
- 11) Two (2) high jump pits at the track and field facility.
- 12) Two (2) multi-directional long jump pits.
- 13) Two (2) multi-directional pole vault pits.
- 14) Meet implements for each age category: two (2) disci, two (2) javelins, two (2) shot puts, and two (2) hammers.
- 15) Hurdles with counter balance sufficient for eight (8) competitors. (Must include 27 inch hurdles.)
- 16) The finish line recording system, which satisfies Rule 38, shall be fully automatic. An independent timing system, which meets the same specifications as the primary system, must be used as a backup system. The two systems shall be independent of each other.
- 17) High speed printer for heat sheets and results.
- 18) Air blowers and squeegees, in case of rain.
- 19) Six (6) wind gauges.

#### Event Management Support Requirements

- 20) Athlete packet pick-up facilities at headquarters hotel and at track facility (after start of competition).
- 21) Shelter/Tent Requirements:

Dimension	Use/Location
20'x40'	clerking, running event holding area, field event check-in area, hiping area
20'x30'	medical
10'x10'	announcers
20'x20'	timing crew, Masters T&F committee
10'x20'	awards presentation
10'x10'	each of the field event areas
race management, press operations must have electrical power, copy machine, telephones, and high speed internet access. Back up power must be available.	

- 22) Three (3) computers and a back-up computer.
- 23) One (1) high speed copy machine (with toner, paper and other supplies).
- 24) Facsimile machine with all supplies, and dedicated fax lines for press area.
- 25) Portable address systems for awards area.
- 26) Golf carts for mobility around track and field facility.
- 27) A minimum of fifteen (15) walkie-talkies for Masters Track & Field Games Committee use during the duration of the competition.
- 28) Provide National Masters News (NMN) and USATF media with results at the close of each day of competition. (USATF and NMN are permitted to obtain and use any photos taken of the championships for pre-Championships and post-Championships publicity in official USATF media.)

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 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 diagram of the event venue that includes proposed locations of athlete packet pickup, clerking/check-in, awards area, press area.
- 3) A list of facilities and equipment from Part XII-A that Bidder currently has at its disposal.
- 4) 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.

## Part XIII – Meet Management (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) *Competition Rules:* The Competition Rules of USATF shall govern the conduct of the Championships.  
*Championship Oversight:* The Masters Track & Field Committee Chair, in consultation with the Masters Track & Field Games Committee, shall be the final authority on all decisions concerning the conduct of the Championships. All Championship competition issues shall be the purview of the Masters Committee Chair. The Masters Committee Chair may designate a person or persons to exercise decision making authority on his or her behalf.
- 2) *Entry Form, Fees, and Deadlines:* The official entry form shall be created in conjunction with the Masters T&F Committee and the USATF national office using the existing template. The entry deadlines will be determined by the Masters T&F Committee. Competition entry fees are proposed by the Bidder and approved by the USATF Masters Track & Field Chair. (For comparative purposes the fees for recent Masters Championships have been: 2007 USA Masters Outdoor Championships, first event (not including T-shirt) - \$35, second event - \$15, additional events - \$10 each)
- 3) *Masters Track & Field Committee Surcharge:* Bidder shall collect the mandatory Ten (\$10.00) Dollar surcharge from all competitors prior to the competition and forward same to USATF's Chief Financial Officer.
- 4) *Meet Program:* Bidder shall provide a draft of the proposed Championships program, including the event schedule which shall include start times for each event according to age divisions, to the Masters Track & Field Games Committee and the USATF Grass Roots Department for approval, at least sixty (60) days prior to the event. Championship Logo: Championships logo, if any, must also be approved in writing by the Masters Track & Field Games Committee and the USATF Marketing Department before any usage or distribution is made.
- 5) *Competition Bib Numbers:* Bidder must order for competition bib numbers from approved USATF vendors. Bidder shall provide a draft of the proposed design for the competition bib numbers to the Masters Track & Field Games Committee and the USATF Director of Grass Roots Programs for approval, at least sixty (60) days prior to the event.
- 6) *Age Division Bib Numbers:* Bidder must supply age division competition bib numbers for events in which multiple age divisions will be contested together.
- 7) *Hip Numbers:* Bidder is responsible for ordering sufficient quantities of hip numbers to conduct the championships.
- 8) *Competitor's List:* Bidder must provide a competitors list with assigned numbers to the Masters Track & Field Games Committee, including late entries, prior to start of the Championships. Medal Presentation Formal medal presentation with award stands and public address system must be provided by Bidder. The top three (3) finishers (individual and relay) shall receive USATF National Championships medals in each event, in each five-year age division (30-34, 35-39, 40-44, 45-49, 50-54, etc.), which shall be provided by Bidder. Ribbons for fourth through sixth places are at the discretion of the Bidder. USATF National Championships patches shall also be provided by Bidder to each first place winner, although the Bidder may limit patches to one per athlete (Competition Rule 5, "Awards"). Only official USATF suppliers of USATF awards may produce awards. Please contract the USATF Director of Grass Roots Program at (317) 261-0500 to obtain list of USATF official supplier(s).
- 9) *USATF Sanction:* Bidder shall obtain a USATF sanction for the Championships and shall have in place General Commercial 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 (\$1,000,000) Dollars per occurrence and Five Million (\$5,000,000) Dollars excess coverage. 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.
- 10) *LOC Preparation/Observe Prior Year's Championships:* Bidder must send representatives of its Championships management team, as observers, to the prior year's Master Track & Field Championships.
- 11) *Records:* The Masters Track & Field Games Committee is responsible for the identification, processing, and forwarding of all American and world records set at the national meet to the USATF Masters records coordinator. Current American and world records are published on the USATF web site on a regular basis. Record forms will be provided each winning bidder, who should name a qualified "Recorder of Records" pursuant to USATF Competition Rules 262 and 320.8.

Bidder's Initials \_\_\_\_\_

### B. Bidder to Attach the Following:

- 1) A draft of proposed Championships program or describe its plans related thereto, including whether a "souvenir program" is contemplated.
- 2) A description of the plan for assigning competition numbers.
- 3) A description of the medal/award ordering and presentation plans.
- 4) A description of the risk management plans.

## Part XV – Officials (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) Successful bidder must utilize USATF certified officials to officiate the Championships.
- 2) Successful bidder must establish an officials and event staff hospitality area near the track where food, fluids, and fruit are available throughout the competition.
- 3) Successful bidder is encouraged to provide accommodations and transportation for officials from outside the geographic area of the local Association.
- 4) The following officials are necessary for the conduct of the Championships: Administrative Staff, Masters Track & Field Committee Chair, Masters Track & Field Games Committee, Jury of Appeals, Track Referees, Field Referees, Multi Events Referees, Race Walk Referees, Protest Table, Heating/Seeding Computer Center, Clerking Advisor, Clerks, Results, Computer Center Crew, USATF National Office staff (2), Registration, Announcer booth, Finish Line Coordinator, Photo Finish Coordinator, Wind Gauge Coordinator, Records, Starter Coordinator, Full complement of running and field event officials and marshals, as appropriate, and as required by USATF Competition Rules and the Championships' schedule.

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		
Food	Yes	No		
Lodging	Yes	No	No. of nights	_____
Meal at Event Site	Yes	No		
- 3) Indicate plans for delivery of fluids and meals to officials working at the Championships.
- 4) Indicate plans for delivery of water and towels to officials on the track and in field event areas during the competition. Ice chests must be provided in check-in and clerking areas.

## Part XVI – Volunteers (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) Volunteers are an essential part of conducting a successful Championships event. Bidder must plan for the recruitment of a sufficient number of volunteers to ensure the success of the Championships.
- 2) Successful 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 Provide the Following:

- 1) Number of volunteers needed for the Championships.
- 2) Plan for recruitment of volunteers.
- 3) Plan for provision of amenities to volunteers.

## Part XVII – Safety and Security (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) Bidder must ensure the safety of all athletes, officials, and spectators at the Championships.
- 2) Bidder must provide safety cages, wings, and fencing or flagging of sectors at field event areas.
- 3) Bidder must provide adequate fluids for spectator purchase.
- 4) Bidder must arrange for the appropriate number of uniformed security personnel to be available along the track and field facility and at the start and finish lines for the Championships.
- 5) Golf carts or similar vehicles must be provided to transport injured or incapacitated individuals from the Championships track and field facility.

Bidder's Initials \_\_\_\_\_

### B. Bidder to Attach the Following:

- 1) Detail of security and evacuation plans to ensure the safety of athletes, officials, and spectators during the Championships.
- 2) Indicate whether local police or private security personnel will be present during the Championships, and provide details.

## Part XVIII – Medical (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) Bidder shall ensure that adequate medical services are available for the duration of the Championships; a minimum of two (2) physicians, Emergency Medical Technicians (EMT), equipped ambulance, personnel trained in CPR and athletic trainers.
- 2) Certified first aid providers must be on-site at all times to cover the entire track and field facilities.
- 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.

Bidder's Initials \_\_\_\_\_

### B. Bidder to Attach the Following:

- 1) Successful bidder's plans for ensuring adequate medical services for athletes and spectators. The adequacy of medical services must be approved by the Masters Track & Field Games Committee and USATF.
- 2) Name and credentials of physicians.
- 3) Name and credentials of athletic trainers, as well as athletic competition experience.
- 4) Name nearest hospital to track and field facility/competition sites.
- 5) Indicate locations where IV fluids, water, and ice will be available.

## Part XIX – Additional Information

Please provide any additional information that you believe will assist USATF in deciding whether to award a National Championships event to your organization. (Attach additional sheets if necessary.)

# BIDDER STATEMENT

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Bidder), the entity seeking to host the \_\_\_\_\_ USA Masters Outdoor Track & Field 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 all 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 expressed written consent of USATF. Furthermore, I understand that no sponsor, supplier, or vendor competitive with a USOC or USATF sponsor, supplier, or vendor will be permitted by USATF to associate itself in any way with the Championships. 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 Award Letter and Championships contract to be executed hereafter, 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 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 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 MASTERS TRACK & FIELD COMMITTEE

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Gary Snyder

Title:

Masters Track & Field Committee Chair

Entity Represented:

Date:

Date:

EVENT 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 \_\_\_\_\_ USA Track & Field Masters Outdoor Track & Field Championships.

Date: \_\_\_\_\_

\_\_\_\_\_

Name:

Title:

## Addendum "A" Sample Budget Template

Revenue	
Entry Fees	\$
Sponsorship	\$
CVB Sponsorship/Housing Rebate	\$
Gate Admissions	\$
Concessions/Food Sales	\$
Athlete Social Function – Ticket Sales	
Hotel Rebates	\$
Programs/Results Booklets	\$
Expo Vendor Fees	\$
Merchandise Sales	\$
Other Vendors	\$
Contract Deposit - Refund	\$5,000.00
<b>Total Projected Revenue</b>	
Expenses	
Contract Deposit - (refundable)	\$5,000.00
Facility Fee	\$
Facility Clean-up	\$
Facility Repairs	\$
Telephone, Fax & Other Technology Set-up	\$
Meet Director	\$
Paid Personnel - Ticket Takers, Office Staff, etc.	\$
Timing	\$
Printing - Program, Credentials, Misc	\$
Office Supplies	\$
Office Equipment (Copiers/Fax Machines/Phones)	\$
Awards (medals and patches)	\$
Competition Bib Numbers and Safety Pins	\$
Hip Numbers	\$
Communications - Motorola Walkie-Talkies	\$
Signage - Banners	\$
Travel & Housing – Masters TF Committee	\$
Meals - Officials, Volunteers	\$
Housing - Officials	\$
Officials & Volunteer Apparel	\$
Vehicle Rental	\$
Shuttle Transportation	\$
Water, Ice, Towels, & Cups	\$
Tents, Tables & Chairs	\$
Port-o-Lets	\$
Ambulance/EMT Service	\$
Athletic Trainers	\$
Security/Police	\$
Golf Carts	\$
Announcers	\$
New Equipment Purchase	\$

  

Postage & Express Mailings	\$
Travel/Meetings	\$
Credit Card Fees	\$
Miscellaneous	\$
<b>Total Projected Expenses</b>	