



# USA TRACK & FIELD

## RACE WALKING CHAMPIONSHIP 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 Street, Suite 800, Indianapolis, IN 46204; two (2) copies to Dave McGovern, 20 High Street, Locust Valley, NY 11560; and one (1) copy to Vince Peters, 607 Omar Circle, Yellow Springs, OH 45387

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

For questions about completing this Bid Application please contact Vince Peters at (937) 767-7424 or [mv\\_tc@sbcglobal.net](mailto:mv_tc@sbcglobal.net), or Dave McGovern at (845) 709-2152 or [DMcG@Racewalking.org](mailto:DMcG@Racewalking.org).

### Part I – Principal Contacts PLEASE PRINT LEGIBLY OR TYPE

Bid Submission Date:	Event Site:
Event Organizer/Bidder:	
Contact Name:	Tel (W):
Address:	Fax:
	Cell:
Website Address:	E-mail:
Event/Race Director (if different from above):	
Name:	Tel (H):
	Tel (W):
ADDRESS:	Fax:
E-mail:	Cell:

### Part II – Year and National Championship Event(s) Sought

Underlined events are part of the USA Race Walk Grand Prix Circuit.

Year	DISTANCE (Outdoors):			DISTANCE (indoors):	
<input type="checkbox"/> 2009	<input type="checkbox"/> Jr M/W 5 km	<input type="checkbox"/> Jr M/W 20 km	<input type="checkbox"/> M/W 100 km	<input type="checkbox"/> <u>M 1 Mile</u>	
<input type="checkbox"/> 2010	<input type="checkbox"/> <u>M/W 5 km *</u>	<input type="checkbox"/> M M/W 20 km	<input type="checkbox"/> M M/W 100 km	<input type="checkbox"/> <u>W 1 Mile</u>	
<input type="checkbox"/> 2011	<input type="checkbox"/> M M/W 5 km	<input type="checkbox"/> <u>M/W 30 km</u>	<input type="checkbox"/> M/W 100 mile	<input type="checkbox"/> <u>M 3,000m</u>	
	<input type="checkbox"/> Jr M/W 10 km *	<input type="checkbox"/> M M/W 30 km	<input type="checkbox"/> M M/W 100 mile	<input type="checkbox"/> <u>W 5,000m</u>	
	<input type="checkbox"/> <u>M/W 10 km *</u>	<input type="checkbox"/> <u>M/W 40 km *</u>	<input type="checkbox"/> Jr M/W 1 hour		
	<input type="checkbox"/> Jr M/W 15 km *	<input type="checkbox"/> M M/W 40 km *	<input type="checkbox"/> <u>M/W 1 hour</u>		
	<input type="checkbox"/> <u>M/W 15 km *</u>	<input type="checkbox"/> <u>M/W 50 km</u>	<input type="checkbox"/> M M/W 1 hour		
	<input type="checkbox"/> M M/W 15 km	<input type="checkbox"/> M M/W 50 km *			

If you are bidding for more than one year of the same Race Walking Championship event distance, prepared one bid application and supply under separate title pages, event details that will differ. Complete separate applications if you are bidding on two (2) or more different Race Walking Championship event distances. (For example, submit same application, with different title pages and information for items that will change, if bidding on the 2009 and 2010 M 10 km Championships. Prepare completely separate bid applications, if bidding on the 2009 M 10 km and 2010 W 15 km Championships.)

## Part III – Event Details

1) Event Site (Facility and/or Park name & location):		
2) Proposed Event Title (USATF Reg. 4-B):		
3) Preferred Event Date(s): <b>EVENT ONE:</b> 1 <sup>ST</sup> Choice:  2 <sup>ND</sup> Choice:		<b>EVENT TWO</b> 1 <sup>ST</sup> Choice:  2 <sup>ND</sup> Choice:
Alternate Event Date(s): <b>EVENT ONE:</b> 1 <sup>ST</sup> Choice:  2 <sup>ND</sup> Choice:		<b>EVENT TWO</b> 1 <sup>ST</sup> Choice:  2 <sup>ND</sup> Choice:
4) Proposed Start Time(s):		This Time Schedule is: <input type="checkbox"/> Fixed <input type="checkbox"/> Flexible
5) Please attach an Event history sheet listing previous Associations, regional, national, or other Championships held on this Site and whether this Event is being held in conjunction with a non-Championships Event. (Please describe other Event.)		
6) Attach an entry form for a previous Event (if any), preferably for the last staging of this Event.		
7) Please enclose a USATF course certification showing course layout and elevation. Please include the state and year certified, indicate on course map the location of registration center, start line, aid and medical stations, split markers, finish line, toilet facilities, media facilities (if applicable), and doping control area.		
8) Course Composition (% Asphalt, Concrete, Paved, Unpaved, etc.):	Average width of course:	Narrowest width of course and where it occurs along course:
9) If the event is not conducted on a track please identify the # of turns: Radius of turns:      Turn #1:      Turn #2:      Turn #3:      Turn #4:		
10) Course Record:	Record Holder	Nationality
Division		Time
		Date
11) Weather Conditions for this Time of Year: Average temperature during race time:      Average humidity:      Average wind:		

## Part IV – Association

1) Local Association:  President Name:  Telephone:  Fax:  E-mail:  Visit <a href="http://www.usatf.org/associations">www.usatf.org/associations</a> 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 of the staging of the Event. (Attach additional sheet, if necessary.)
3) Obtain Association President's signature on Acknowledgement from page 9.

## Part V – Championship Management

- 1) The winning bidder shall display USATF's approved championships logo on all print and multimedia collateral used to promote and advertise the Championships.
- 2) USATF's web site shall be the exclusive host for Championship results. The winning bidder may provide a link from its web site to USATF's web site. Bidder shall cooperate with USATF in providing results for those athletes competing only in the Championships competition(s).
- 3) The winning bidder shall be responsible for handling the entry process for the Championships race(s); provided, however, that a list of entrants shall be forwarded periodically to the USATF national office liaison for verification of USATF membership, club affiliation and citizenship eligibility. USATF's decision regarding eligibility to compete in the Championships shall be final.
- 4) Quarterly progress reports, following date of award of the Championships, shall be submitted in writing to the USATF national office liaison, detailing the steps that have been taken or tasks completed towards compliance with the requirements of this bid application. The winning bidder's quarterly progress reports shall also be forwarded to the Race Walk Committee chairperson.
- 5) The USATF national office liaison for the Championships is the Long Distance Running Program Manager who can be reached at (317)-261-0050 Ext 661.

## Part VI – 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.

### 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) The names and professional background information of key management personnel (including elite athlete coordinator) who will be responsible for the conduct of this event. Provide an organizational chart or listing of the proposed event management team. Please provide demographic information on all these individuals (i.e. gender, ethnic background, disability).
- 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) 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.

## Part VII – Officials

- 1) How many Officials will be certified race walking judges at the national level? \_\_\_\_\_
- 2) How many Officials will be certified race walking judges at the Masters level? \_\_\_\_\_
- 3) Will Officials from outside the Association be invited? Yes or No
- 4) 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	

## Part VIII – Athletes

- 1) Provide a prize and other athlete funds sheet, if any, including a breakdown of men's and women's national championships prize funds and ALL other prize funds.
- 2) Will you provide travel funds for athletes competing in the championship? Yes No
- 3) If yes, please provide amount per athlete : \_\_\_\_\_, and number of athletes \_\_\_\_\_ Will you provide to athletes competing in the championship, room and board? Yes No  
If yes, please provide total number of athletes \_\_\_\_\_, and total number of days per athlete. \_\_\_\_\_
- 4) Will you provide a per diem allotment to athletes competing in the championship? Yes No  
If yes, please provide amount per athlete: \_\_\_\_\_, and number of athletes \_\_\_\_\_
- 5) Will you extend invitations to defending open champion(s) (including all expenses)? (USATF Comp Rule 6.7) Yes No
- 6) Will you provide a hospitality suite for athletes, staffed by LOC volunteers? Yes No
- 7) Will there be an awards banquet/ceremony or any other activities? Yes No  
If yes, please explain type of activity. (attach a separate sheet.)
- 8) How will you identify US athletes competing in the Championships, as distinct from non-American participants in the race, if any?  
Please state how. \_\_\_\_\_

Note: Only US citizens who are members of USATF may contend for a USATF National Championship.

## 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 options are available to accommodate the expected athletes, coaches, officials, and family members who will attend the Championships.
- 2) Bidder must secure a headquarters hotel(s) that will reserve an adequate room block for participants and spectators for at least seven (7) days prior to the Championships, and each for each day of competition.
- 3) Bidder must ensure that adequate eating establishments or food service arrangements will be available for participants and spectators at the Championships.

### B. Bidder to Provide the Following:

- 1) List the names of hotels or other properties that will participate in your proposed housing program(s), the number of rooms available for participants at the particular hotels and/or properties, proposed rates (with or without meals) for singles, doubles, triples, all suites etc., as well as meeting room space availability. Indicate distances from race course.
- 2) Please provide headquarters hotel floor plans and indicate meeting rooms available for USATF use.
- 3) Is other housing available near the course at varied rates? Yes No  
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. However, such housing is adequate for some athletes, officials and others may desire these accommodations.)
- 4) List eating establishments within easy walking and driving distances of all proposed housing properties submitted. Specify restaurant dining hours.
- 5) Please indicate hospitality arrangements planned (i.e. welcome function, pasta dinner, on-site at finish line, key housing properties) for athletes, coaches, meet officials, and, or USATF VIP guests.

## Part X – Transportation (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) Bidder must ensure that the host city and venue have adequate transportation facilities and capabilities for those managing, participating in, or attending the Championships.

### 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 the host city.
- 2) List of transportation systems within your city/community available for public use to, from and between the airport, competition venue and hotels. Indicate plan for coordination of race and transportation routes with state and local authorities. Indicate the name(s) and location(s) with respect to the housing sites, stadium and other athlete facilities.
- 3) List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
- 4) Provide distance from airport to hotels and competition site. Indicate which hotels provide free airport shuttles.

## Part XI – Safety and Security

- 1) Attach a separate sheet detailing security plans to ensure the safety of athletes, officials and spectators during the event.
- 2) USATF requires the successful Bidder to produce event credentials to control access at key venues (warm-up, practice, and competition areas), event transportation and hospitality (athletes, coaches, officials, and USATF VIP guests). This activity MUST be coordinated with USATF's Marketing Department.

## Part XII – Medical

- 1) Attach a separate sheet detailing Bidder's plans for ensuring adequate medical services for athletes and spectators. Please note that the adequacy of medical services must be approved by USATF.

## Part XIII – Drug Testing

If this event is selected for drug testing, bidder shall be required to provide (i) adequate drug testing facilities, as determined by the United States Drug Testing Agency (USADA); (ii) snacks and fluids for athlete consumption during drug testing; and (iii) sufficient volunteers to serve as drug testing escorts and to assist USADA with drug testing operations.

- 1) Please provide information on available drug testing facilities and volunteers.

## Part XIV – Business Issues

### A. The following requirements shall apply if Bidder is selected by USATF to host the Championships:

- 1) Bidder hereby agrees to execute a formal Championships agreement containing USATF's standard terms and conditions.
- 2) Bidder must demonstrate to USATF's reasonable satisfaction, Bidder's financial fitness to conduct the Championships, including providing USATF with periodic financial statements from the date of award through the competition, as requested.
- 3) Bidder hereby agrees to submit a proposed budget for Championships competition(s) with bid application. (Please attach)
- 4) Bidder hereby agrees 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 or distribution.**
- 5) The winning bidder shall use its best efforts to provide USATF sponsors the first right and opportunity to provide products and services for the Championships and be associated with and/or included in all Championships' advertising efforts.
- 6) Please submit a proposed insurance and risk management plan for the Championships. General Liability insurance is provided to the LOC when a USATF sanction is applied for and approved. Directors' and Officers', Automotive Liability, and Workers' Compensation insurance are additional insurance coverage the LOC should consider when developing its insurance and risk management plans. USATF will consider the proposed insurance and risk management plan in comparing and assessing bids.
- 7) For events awarding championships prize money, and at which drug testing will be conducted, the Event Director shall forward prize money designated for all drug tested athletes to USATF. USATF shall hold said prize money in an escrow account for pending the release of drug testing results, or the conclusion of adjudicatory processes related thereto. USATF shall distribute prize money held in escrow to the appropriate athlete, in accordance with any place finish adjustments necessitated by final decisions issued by arbitrators or courts in drug case adjudications.

### 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
		Gill	Athletic equipment
Tyson Foods	Packaged Chicken, Beef, and Pork	Hasty Awards	Medals and Awards
AT&T	Communications		
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		

## Part XV – Additional Information

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

# BIDDER STATEMENT

I, \_\_\_\_\_, on behalf of \_\_\_\_\_(Bidder), the entity seeking to host the \_\_\_\_\_ USA Track & Field Race Walking National Championship Event (the "Championships"), represent and warrant that: (1) I have thoroughly read and reviewed the foregoing Bid Application Form and the "National Championships Bidding" information on the USATF web site; (2) I understand the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder; and (3) I understand that Bidder does not have the right to contract with any sponsor, supplier or vendor without the expressed written consent of USATF. Further, 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 Bidder is awarded the right to host the Championships, I understand and agree that Bidder and 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 with 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 any 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, the Bid Award Letter, USATF's Standard Terms and Conditions, or any other agreement between USATF and Bidder with respect to the Championships.

EVENT ORGANIZER/BIDDER

USATF

\_\_\_\_\_  
Print Name:  
Title:  
Entity Represented:  
Date:

\_\_\_\_\_  
Name:  
Race Walking Championship Sub-Committee Chair  
Date:

EVENT/RACE DIRECTOR

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Race Walking Committee Chair

## 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 \_\_\_\_\_ Championships.

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

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

Title: