



# USA TRACK & FIELD CROSS COUNTRY CHAMPIONSHIPS BID APPLICATION

Please forward two (2) copies (one unbound for document scanning purposes) of the completed application with supporting materials to LDR Programs Manager, USA Track & Field, 132 East Washington Street, Suite 800 Indianapolis, IN 46204; and two (2) copies to Mike Scott, 23 Burdick Avenue, Newport, Rhode Island 02840.

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 (4) read and understand the bidder statement, which is part of this bid application, and the sample bid award letter agreement found under the "Event Directors/Championship Bidding Information" section of the USATF Website.

For assistance in completing this Bid Application please contact Mike Scott at (401) 848-5121 or [miscott@att.net](mailto:miscott@att.net), or Jim Estes at (317) 261-0500, ext. 661 or [jim.estes@usatf.org](mailto:jim.estes@usatf.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		
Year	Event:	
<input type="checkbox"/> 2010	<input type="checkbox"/> <b>USA Cross Country Championships</b> (conducted the 2nd full weekend of February; includes Open Men's 12 km; Open Women's 8 km; Junior Men's 8 km; Junior Women's 6km; Masters Men's & Women's 8 km).	
<input type="checkbox"/> 2011	<input type="checkbox"/> <b>USATF National Club Cross Country Championships</b> (conducted the 2nd full weekend of December; includes Open Men's 10 km; Open Women's 6 km; Masters Men's 10 km, and Masters Women's 6 km).	
<input type="checkbox"/> 2012	<input type="checkbox"/> <b>Masters 5 km</b>	
	<input type="checkbox"/> <b>Masters (Other)</b> _____	
If you are bidding for more than one year of the same Cross Country Championship event, prepare 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 Cross Country Championship events. (For example, submit same application with different title pages and additional information for items that will change, if bidding on the 2010 and 2011 USATF National Club Cross Country Championships. Prepare completely separate bid applications, if bidding on the 2010 USATF National Club Cross Country Championships and the 2012 Masters Men's and Women's 8 km Championships.)		

### Part III – Event Details

1) Event Site (Facility and/or Park name & location):				
2) Proposed Event Title (USATF Reg. 4-B):				
3) Event Date(s):	Preferred Date	Alternative Date		
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) Please attach a Course Map that shows course layout including start line, finish line, intermediate distances, and approximate elevations. Indicate on Course Map the location of registration center, aid and medical stations, toilet facilities, media facilities, and doping control.				
7) Course Composition (% Asphalt, Concrete, Paved, Unpaved, etc.):	Average width of course:	Narrowest width of course and where it occurs along course:		
8) Course Record:	Record Holder	Nationality	Time	Date
9) Weather Conditions for this Time of Year: Average temperature during race time:	Average humidity:	Average wind:		
10) Provide name and full contact information of the individual(s) and/or company providing timing, results, and scoring services for this Event.				

### Part IV – Associations

1) USATF 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.
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.)

## Part V – 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) 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.

## Part VI – Championship Business Issues

### A. USATF Requirements:

- 1) *Formal Agreement:* The successful bidder will be required to execute a formal Championships agreement.
- 2) *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. An initial championship budget must be submitted with the bid application submission. An updated budget shall be provided to USATF at least 180 days prior to the championship. 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 the USATF National Office.
- 3) *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 the USATF national office liaison. Failure to submit the final financial report may result in \$5,000 being retained from money owed by USATF.
- 4) *Prize Money Commitment:* The successful bidder will be required to provide a minimum financial commitment for athlete/club prize money. The minimum commitments are: USA Cross Country Championships (Open: \$30,000; Masters: \$5000), USATF National Club Cross Country Championships (Open: \$20,000; Masters: \$5000), and Masters Championships (\$5,000). USATF will determine the prize purse breakdown for each championship.
- 5) *Medals & Awards:* Formal medal presentation with award stands and public address system must be provided by successful Bidder. Bidder is responsible to pay for the team and individual medals for the Masters Championship races (ordered through USATF National Office); USATF shall provide the team and individual medals for the Open Championships.
- 6) *Championships program and Championships logo:* Must be approved in writing by the USATF Marketing Department before any usage or distribution is made.
- 7) *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 submitted to the USATF national office liaison for approval at least 15 days prior to printing, publication or distribution.
- 8) *Sponsorships:* The successful 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. 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.
- 9) *Drug Testing/Prize Money:* 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.
- 10) *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.
- 11) *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.
- 12) *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. USATF shall retain Five Thousand Dollars (\$5,000) from the Championships entry fees, which sum shall be remitted to successful bidder upon fulfillment of all terms of final Agreement.
- 13) *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.
- 14) *Concession Sales:* Revenue from non-merchandise concession sales will be retained by the successful Bidder.

- 15) *Exposition area:* Successful bidder may create an exposition area provided that USATF and USATF sponsors and suppliers are given free space in prime locations. Successful bidder will retain revenue from exposition booth rental. Additionally, USATF shall have the ability to place the USATF Mobile Marketing Unit at a prime location near the start or finish area. Approx. space needed is 20' x 60'
- 16) *Shelter:* Successful bidder shall provide a shelter (e.g. building or tent) near the start/finish areas at the competition site for the exclusive use of athletes and athlete support personnel, one hour prior to, during, and one hour after Championships competition on all Event Dates. The athlete shelter shall be sufficiently sized to accommodate athletes participating that day.
- 17) *Progress Reports:* 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 designated Cross Country Council liaison.
- 18) *Insurance:* Successful Bidder 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. General Liability insurance is provided to the LOC when a USATF sanction is applied for approved. Directors' and Officers', Automotive Liability, and Workers' Compensation are additional insurance coverage the LOC should consider when developing its risk management plan. Bidder shall indemnify USATF against liability for claims or losses resulting from Bidder's uninsured acts or omissions. (Note: General Commercial Liability Coverage is available with a USATF sanction.)
- 19) *Event Sanction:* Successful bidder agrees to obtain a USATF sanction for the Championships, regardless of whether it secures event insurance coverage through USATF.

**USA Cross Country Championships specific requirements**

- 20) Successful bidder shall consult with USATF and the USATF Cross Country Council to ascertain space, equipment and room set-up needs, related to LOC's provision of a secure and non-publicly accessible room for national team sign-up, processing and uniform distribution. This room must be equipped with a telephone line, electrical outlets and a copy machine (or be in close proximity to a copy machine).

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

- 1) A proposed Championships budget including the proposed prize money commitment to be provided by the successful bidder.
- 2) 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 approved. Directors' and Officers', Automotive Liability, and Workers' Compensation are additional insurance coverage the LOC should consider when developing its insurance and risk management plans.
- 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 June 1, 2006. Bidder should periodically check the USATF website for updated sponsor/supplier information. For a list of USOC sponsors, access its web site at [www.usolympicteam.com](http://www.usolympicteam.com).

<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
Nissan	Cars	Gill	Athletic equipment
Tyson Foods	Packaged protein		
AT&T	Communications	Hasty Awards	Medals & 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		

## Part VII – Cross Country Council Liaison(s)

The Cross Country Council designates liaisons for each national championship event whose role is, among other things to: 1) serve as intermediaries between bidder and the Cross Country Council; 2) serve as referee and/or Jury of Appeals; 3) provide technical assistance to bidder; 4) serves as a resource for athletes; 5) oversee race preparation and race day execution of event; and 6) report back to the Cross Country Council on the success of the event.

There will be one (1) liaison for the Masters Cross Country Championships and three (3) liaisons for both the USA Cross Country Championships and the USATF National Club Cross Country Championships.

The Cross Country Council requests that bidders commit to providing local transportation, housing (up to 3 nights), meals or per diem (\$40) and race credentials for the Cross Country Liaison during the Championships. Indicate whether you will be able to provide the following for the Cross Country Liaison:

Transportation (event related local)	Yes	No
Housing	Yes	No
Per Diem (\$40)	Yes	No
Meals	Yes	No
Race Credentials (All Access)	Yes	No

The Cross Country Council liaison, along with the Referee(s) shall contact the timing/scoring service provider directly, to ensure that scoring will be conducted in accordance with USATF rules.

## Part VIII – Officials

### A. USATF Requirements:

- 1) The Cross Country Council shall appoint Championship Referee(s), and shall collaborate with Bidder on the selection of a Jury of Appeals. (See USATF Competition Rules 111 and 125.)
- 2) Bidder must utilize USATF certified officials to officiate the Championships.
- 3) Bidder must establish an officials and event staff hospitality area near the course that is available throughout the competition.
- 4) Bidder is encouraged to provide accommodations and transportation for officials from outside the geographic area of the local Association.
- 5) The following officials are necessary for the conduct of the Championships: Administrative Staff Referee, Protest Table, Results, Computer Center Crew, Registration, Announcer, Records, Full complement of event officials, as appropriate, and as required by USATF Competition Rules and the Championships' schedule.

### B. Bidder to Provide the Following:

- 1) How many officials will be certified Long Distance Running Officials at the National level? \_\_\_\_\_
- 2) How many officials will be certified Long Distance Running Officials at the Masters level? \_\_\_\_\_
- 3) Will officials from outside the Association be invited? Yes 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

The Referee(s), along with the Cross Country Council liaison shall contact the timing/scoring service provider directly, to ensure that scoring will be conducted in accordance with USATF rules.

## Part IX – Athletes

- 1) Will you comply with USATF Competition Rule 6.7 and extend invitations to defending open champion(s) (including all expenses)? Yes No
- 2) Will you provide a hospitality suite for athletes, staffed by LOC volunteers? Yes No
- 3) Will there be an awards banquet/ceremony or any other activities? Yes No  
If yes, please explain type of activity. (attach a separate sheet.)
- 4) Will you provide an Event t-shirt or other commemorative souvenir to all participants? Yes No  
If yes, please describe. (attach a separate sheet.)

Note: Only US citizens who are members of USATF and are eligible to represent the United States in International competition may score in a USA/USATF National Cross Country Championship. In Masters Cross Country Championships, non-citizens may compete in a separate non-scoring division race. USATF Competition Rule 1.1(a).

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

### A. USATF Requirements:

- 1) Bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected athletes, 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 seven (7) 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.

### B. Bidder to Attach 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 XI – Transportation

### 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 host city.
- 2) Provide 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. 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 XII – Meet Management (Attach Additional Sheets with Responses)

### A. USATF Requirements:

- 1) The Competition Rules of USATF shall govern the conduct of the Championships.
- 2) The USATF Cross Country Council Chair, in consultation with the USATF Cross Country Council Championships Subcommittee, shall be the final authority on all decisions concerning the conduct of the Championships. All Championship competition issues shall be the purview of the Cross Country Council Chair. The Cross Country Council Chair may designate a person or persons to exercise decision making authority on his or her behalf.
- 3) 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 Cross Country Council Chair for approval prior to being distributed to athletes. The entry form shall specify the on-time and late entry fees and deadlines. Entries close fourteen (14) days prior to start of the Championships. Competition entry fees are proposed by the Bidder and approved by the USATF Cross Country Council Chair. CROSS COUNTRY COUNCIL DEVELOPES PAPER FORM FORM FOR FALL/WINTER CHAMPS.
- 4) LOC shall provide a draft of the proposed Championships program, including the event schedule which shall include start times for each age division, to the Cross Country Council Chair and the USATF national office liaison for approval, at least sixty (60) days prior to the event.

#### *Sample Schedule:*

9:00 a.m.	Opening Ceremonies
9:30 a.m.	Masters Women's 8 km Championships
10:30 a.m.	Masters Men's 8 km Championships
11:30 a.m.	Junior Women's 6 km National Championships and Team Trials
12:15 p.m.	Junior Men's 8 km National Championships and Team Trials
1:00 p.m.	Open Women's 8 km National Championships and Team Trials
1:45 p.m.	Open Men's 12 km National Championships and Team Trials
5:00 p.m.	Awards Presentation & Post-Event Celebration at Meet Headquarters

- 5) USATF Championships Medals will be awarded to the top 3 men's and women's individual finishers in all five-year age-divisions from 40-44 to 90+ and to the declared members of first-, second-, and third-place teams in each division. Awards shall be ordered and paid for 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. Only official USATF suppliers of USATF awards may produce awards. Please contract the USATF national office liaison at (317) 261-0500 to obtain list of USATF official supplier(s).
- 6) LOC must send representatives of its Championships management team, as observers, to the previous year's Cross Country Championships.

**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 XIII – Facilities and Equipment (Attach Additional Sheets with Responses)

**A. USATF Requirements:**

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

Course and Facilities

- 1) The course should be laid out in such a manner as to be able to handle up to 350-450 open athletes at the Fall National Championships or 150 open athletes at the Winter National Championships.
  - a. *Start:* The starting area should be located to provide a long, straight route from the starting line; there should be no turns in the first 400-meters (preferably 600-800m). All turns during the first mile should be laid out in such a way to be as gradual as possible. The starting line should be wide enough to accommodate a box for each team which can have at least 4 runners on the front line, plus boxes as needed for unattached runners. The starting line should be an arc laid out so that all points are equidistant from a focal point not less than 400m from the start that marks the most desirable route.
  - b. *Course:* The course shall be constructed in such a manner that it is a minimum of 9m wide at the narrowest point and shall be contested over primarily grass and dirt surfaces. The course should be clearly marked; double flagging is suggested for the course (i.e., using flagging, snow fencing, and banner tape on both sides of the course) to provide a clear visual path for the runners and to assist with crowd control. Snow fencing is recommended for crowd control in start, finish, and other high-density spectator areas.
  - c. *Finish:* It is preferred that the finish be located adjacent to the starting area. The finish should be on fairly level ground and have a final straightaway of 200-300 meters. The finish line should be at least 8 meters wide.
- 2) Adequate bathrooms must be available throughout the competition facilities. Port-a-potties should supplement bathroom facilities, as appropriate.
- 3) Separated secure area for award presentations.
- 4) Press facilities.

Event Management Support Requirements

- 5) Athlete packet pick-up facilities at the meet hotel the afternoon prior to the event and at the event facility on race day, prior to the start of competition and until all event divisions have commenced.
- 6) Tenting at event areas to protect athletes from elements.
- 7) One (1) computer and a back-up computer.
- 8) Portable public address system.
- 9) Provide USATF media with results at the close of each day of competition. (USATF is permitted to obtain and use any photos taken of the championships for pre-Championships and post-Championships publicity in official USATF media.)
- 10) Additional event management information and an Event Operations Manual will be provided to successful bidders by the Cross Country Council Chair.

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

- 1) A list of facilities and equipment from Part XII-A that Bidder currently has at its disposal.
- 2) 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.
- 3) Plans for location and staffing of athlete packet pickup.

## Part XIV – 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) Bidder must provide volunteers with amenities such as t-shirts, toilet facilities, beverages and/or light snack, and transportation, as appropriate.

**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 XV – Security

### A. USATF Requirements:

- 1) Bidder must ensure the safety of all athletes, officials, and spectators at the Championships.
- 2) Bidder must provide adequate fluids for spectator purchase.

### 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 XVI – 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.

### Bidder to Attach the Following:

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

## Part XVII – 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 one (1) certified athletic trainers at all times, including one hour prior to and subsequent to the actual start and finish of competition. One (1) Emergency Medical Services vehicle and personnel within five (5) minutes drive of the Facility, at all times when the temperature is less than 90 degrees. When the temperature is greater than 90 degrees an Emergency Medical Service vehicle and personnel must be on-site during the competition.
- 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.

### B. Bidder to Attach the Following:

- 1) Bidder's plans for ensuring adequate medical services for athletes and spectators. The adequacy of medical services must be approved by the Cross Country Council 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 XVIII – Legal (Attach Additional Sheets with Responses)

### A. USATF Requirements:

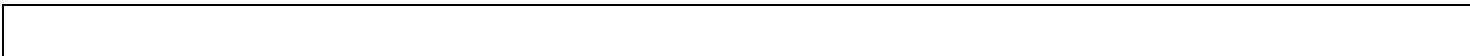
- 1) After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards fulfilling the obligations and requirements contained herein and of any subsequent site-evaluation visits. Failure of Bidder to successfully complete the site and compliance reviews may result 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.

### 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 XIX – 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 \_\_\_\_\_ USATF Cross Country Championship Event (the "Championships"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Handbook and Bid Application Form (see [www.usatf.org/groups/eventdirectors/bids](http://www.usatf.org/groups/eventdirectors/bids)). I understand all the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in the Bid Handbook and Application, 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 as required by the Bid Handbook, 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.

EVENT ORGANIZER/BIDDER

USATF

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

Title:

Entity Represented:

Date:

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

USATF Cross Country Council Chair

Date:

EVENT/RACE DIRECTOR

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

Title:

## 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: