



USA YOUTH OUTDOOR TRACK & FIELD CHAMPIONSHIPS BID APPLICATION

Please forward one (1) copy of the completed application with supporting materials to Tricia Floyd, USATF Manager of Grass Roots Programs, 132 E. Washington, Suite 800, Indianapolis, IN 46204; one (1) copy to Lionel Leach, Youth Athletics Division Chair, 202 Maple Avenue, Irvington, NJ 07111; and one (1) copy to Linda Ellis, Youth Athletics Division Secretary, 1889 Brigadoone Lane, Florence, SC 29505.

Bidders proposing to host the 2011 USA Youth Outdoor Track & Field Championships (the "Championships") will be considered from any location across the country. Prior to forwarding your bid application, please make sure that you have: (1) included all requested information and attachments, (2) obtained all necessary signatures, (3) consulted with the local USA Track & Field (USATF) Association, and (4) read and understand the bidder statement which is located near the end of this bid application. **Applications are due July 31, 2009.**

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

Part I – Principal Contacts		PLEASE PRINT LEGIBLY OR TYPE
Bid Submission Date:	Event Site:	
Event Organizer/Bidder:		
Contact Name:		Tel. (H):
Address:		Tel. (W):
Web site Address:		Fax:
E-mail:		Cell:
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:
Part II – Year and National Championship Event Sought		
Year:	2011	Event: USA Youth Outdoor Track & Field Championships

Part VII – Business Issues (Attach Additional Sheets If Necessary)

A. USA TF Requirements:

- 1) *Bid Application Fee:* Bidder is required to pay a refundable bid application fee in the amount of Two Thousand Five Hundred Dollars (\$2,500.00). The successful Bidder's application fee will be retained as a contract deposit and may be applied by USA TF to remedy Bidder's unfulfilled obligations with respect to the conduct of the Championships. Upon final award of the Championships, the winning Bidder will be required to pay a non-refundable rights fee in the amount of Two Thousand Five Hundred Dollars (\$2,500.00).
- 2) *Formal Championship Agreement:* The successful Bidder will be required to execute a formal Championships agreement on or before February 15, 2010.
- 3) *Financial Responsibility:* The bidder must demonstrate its ability to pay all the expenses and show evidence of financial fitness to conduct the Championships, including providing USA TF with a proposed Championships budget and periodic financial statements, from the date of award through the competition, as requested.
- 4) *Sponsorships:* The successful Bidder may only contract with sponsors, suppliers, or vendors approved by USA TF. This approval must be obtained in writing. No sponsor, supplier, or vendor may associate itself with the Championships, the Championships name, or the Championships logo, without the express written approval of USA TF.
- 5) *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 writing in advance by USA TF's Marketing and Legal Departments, prior to publication.
- 6) *Entry Fees:* All entry fees shall be retained by the successful Bidder. Maximum entry fees for the Championships are established by the USA TF Youth Athletics Division (see Part XII, paragraph 3).
- 7) *Admission Fee:* The Bidder may charge an admission fee for spectators. The admission fee shall be reasonable and must provide options for multi-day admission passes at discounted rates. Such fees shall be approved by USA TF. Note: Current USA TF member coaches in good-standing shall receive free admission.
- 8) *Merchandise Sales:* Revenue from the creation and sale of Championships merchandise bearing USA TF Marks, images or terminology must be approved in advance by USA TF. USA TF reserves the right to conduct its own merchandising activities at the Championships or to engage a vendor to sell USA TF merchandise. The Bidder shall provide, at no cost, a location for such sales in a high-traffic area within the facility. Additionally, USA TF reserves the right to purchase exclusivity rights from the Bidder and act as the sole representative for the sale of Championships merchandise. USA TF agrees to notify the Bidder by June 15, 2010 if such a decision is made. At which time, the transfer of merchandise rights shall be negotiated in good faith between USA TF and Bidder.
- 9) *Non-Merchandise/ Concession Sales:* Revenue from non-merchandise concession sales will be retained by the successful Bidder.
- 10) *Exposition area:* The successful Bidder may create an exposition area provided that sponsors and suppliers designated by USA TF are given free space. USA TF will notify the successful Bidder by April 15, 2011 of any sponsor or vendors interested in securing a space in the exposition area. The successful bidder will retain revenue from exposition booth rental.
- 11) *Financial Report:* Within sixty (60) days of the conclusion of the Championships, bidder shall submit a complete financial accounting of the Championships, including paid daily attendance figures and hotel room pick-up report to the Chair of the USA TF Youth Athletics Division and the Manager of Grass Roots Programs.
- 12) *Protest Fees:* Revenue from protest fees collected shall be retained by USA TF.
- 13) *Replacement Bib Number Revenue:* Revenue from bib number replacement fees shall be retained by USA TF.

Bidder's Initials _____

B. Bidder to Attach the Following:

- 1) A proposed Championships budget. (See "Sample Budget Template" in **ADDENDUM B**.)
- 2) A proposed insurance and risk management plan for the Championships. General Liability, Directors' and Officers', Automotive Liability, Workers' Compensation, and other insurance policies will be required with limits and policy details to be determined. (Note: General Commercial Liability Coverage is available with a USA TF sanction. (See Part XII, paragraph 12 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 size(s), rental costs, and site map.

USA TRACK & FIELD and USOC OFFICIAL SPONSORS

The following are the existing Official/National sponsors of USA Track & Field as of April 1, 2009. Bidder should periodically check the USA TF website for updated sponsor/supplier information.

<u>USA TF Sponsors</u>	<u>Product Category</u>	<u>USA TF Suppliers</u>	<u>Product Category</u>
Nike	Sports apparel and accessories	Gill	Athletic equipment
VISA	Financial payment services (credit and debit cards, ATM cards, stored value cards, traveler's checks, vouchers, and electronic products/services payment)	Hasty Awards	Medals and Awards
24-Hour Fitness	Health club facilities	Ludus Tours	Travel, tour and hospitality
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 VIII – Housing and Meals (Attach Additional Sheets with Responses)

A. USA TF Requirements:

- 1) Bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected 3,000 or more 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. Such food service arrangements shall offer a variety of foods such as fresh fruit, sandwiches, pizza, and healthy snacks at a low cost.

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., as well as meeting room space availability. Indicate distances from track and field facility.
- 2) Name of headquarters hotel and indicate meeting rooms available for USA TF use, if necessary.
- 3) Is other housing available near the track and field facility at varied rates? Yes No (If yes, provide details)
- 4) If bidder is proposing to use local college and university on-campus housing, please provide information about room availability, location of each dorm and dining facility in relation to the 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. Such housing is adequate for some athletes, officials and others.
- 5) List eating establishments within easy walking and driving distances of all proposed housing properties submitted. Specify restaurant dining hours.
- 6) Please indicate if any hospitality arrangements are planned (i.e. welcome function or pasta dinner etc.). Describe proposed hospitality arrangements, if any, on-site at finish line and/or key housing properties for athletes, coaches, meet officials, and/or USA TF VIP guests.

Part IX – Travel, Transportation, and Parking

A. USA TF Requirements:

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

Bidder's Initials _____

B. Bidder to Attach the Following:

- 1) Name all airlines servicing the local airport(s) and the number of flights in and out of host city each day. List any airlines with major hubs in or near host city.
- 2) Distance from airport to 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 USA TF staff parking.

Part X – Promotion, Championship Logo, Advertising, and Publications

A. USA TF Requirements:

- 1) The successful Bidder shall consult with USA TF to optimize public awareness of the Championships. The successful Bidder shall use its best efforts to promote the Championships, including through print, public relations, radio, television, Internet, and print publications, to generate substantial spectator and community interest in and support of the Championships. USA TF and its designated sponsors, suppliers, and licensees shall have the right to receive free advertising in the Championships program. Bidder shall consult with USA TF's Marketing Department prior to engaging in any promotional or advertising activities.
- 2) The Championships logo must be approved in writing by USA TF's Marketing and Legal Departments prior to any use of the logo. The logo shall include the full championship name, the USA TF logo, the year (2011), and may include a design element that symbolizes the event's location.

Bidder's Initials _____

B. Bidder to Provide the Following:

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

Part XI – Facilities and Equipment

A. USA TF 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 USA TF Competition Rules 160 and 164.
- 2) Separated and secure clerking area with tables in permanent building or tents. Clerking area must be equipped with a public addresses system. (See paragraph 25 in this section for tent/building size requirements)
- 3) Snow fencing and roping for perimeter of clerking and/or field event areas, to separate spectators from competitors.
- 4) Adequate bathrooms must be available throughout track and field facilities. Port-a-potties should supplement bathroom facilities, as designated by the Youth Committee in the on-site Site Review.
- 5) Separated secure area for boys and girls award presentations.
- 6) A secure, easily accessible location for affixing Championships results, protected from weather elements, for viewing by athletes and coaches.
- 7) Press facilities that include internet access (wireless access is preferred).

Track and Field Equipment

- 8) Track shoe spikes and spike wrenches available for purchase during the Championships. The spikes must adhere to the facility's spike requirements.
- 9) Score board for simultaneous track results display. (Recommended)
- 10) Sign board performance indicators for each field event.
- 11) Two (2) sets of eight (8) Newton-style starting blocks.
- 12) Two (2) high jump pits with commercial grade extenders.
- 13) Two (2) multi-directional long jump pits.
- 14) One (1) multi-directional pole vault pit, with commercial grade extenders, for combined events competition.
- 15) Ten (10) 1.0 kilo and ten (10) 1.6 kilo disci.
- 16) Nine (9) 600 gram and nine (9) 800 gram competition javelins; eight (8) Turbo Javelins.
- 17) Six (6) six-pound, nine (9) four kilo, and nine (9) twelve pound shots.
- 18) Eight (8) four kilo and eight (8) twelve pound hammers.
- 19) Hurdles with adjustable counter balance sufficient for eight (8) competitors.
- 20) The finish line recording system, which satisfies Rule 165, shall be fully automatic by digital imaging equipment. The system must have two cameras, one being a color camera. An independent timing system, which meets the same specifications as the primary system, must be used as a backup system.
- 21) High speed printer(s) for heat sheets and results.
- 22) At least six (6) air blowers and squeegees, in case of rain.
- 23) At least six (6) wind gauges.

Event Management Support Requirements

- 24) Athlete packet pick-up facilities at headquarters hotel and/or at track facility (after start of competition).
- 25) Running event check-in tent, a minimum of 30 feet by 60 feet; a field event check-in tent, a minimum of 20 feet by 20 feet; and a hiping tent, a minimum of 40 feet by 60 feet. The hiping tent shall be supplied with 144 chairs and three 8-foot tables.
- 26) Tenting at field event areas to protect athletes from elements, a minimum of 10 feet by 20 feet each.
- 27) Operation trailer(s), 10 ft by 40 ft with three (3) separate sections, and with a door opening measuring at least 30 inches, to house Championships management. The operation trailer shall be supplied with tables, chairs, electrical power, a high-speed copier, computers, printers, a fax machine, telephones, and other appropriate equipment and personnel. The electrical power shall be sufficient to run all of the equipment and have a back-up generator in case of a power outage. The trailer shall have electrical outlets.
- 28) Three (3) computers (two main computers and a back-up computer) one of which must be connected to the Internet via a high-speed connection. A dedicated phone line shall be provided by either the Bidder or the timing service.
- 29) Two (2) copy machines with all supplies (include 15 cartons of paper, toner, etc.).
- 30) Up to three (3) facsimile machines with all supplies, and three (3) dedicated fax lines, the number to be determined during the Youth Committee Site Review.
- 31) Up to four (4) portable address systems to use for the starting, awards, clerking, and hiping areas.
- 32) Twenty (20) golf carts for mobility around track and field facility. Ten (10) to be used by Competition Meet Management team and ten (10) for LOC use for food and water distribution, venue setup, and official in-venue transportation.
- 33) Fifty (50) Motorola-type, multi-channel walkie-talkies for LOC and Competition Meet Management team use, with two-thirds (2/3) having headsets.

Bidder's Initials _____

B. Bidder to Attach the Following:

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

Part XII – Championships Management

A. USA TF Requirements:

- 1) *Competition Rules:* The Competition Rules of USA TF shall govern the conduct of the Championships.
- 2) *Championship Oversight:* USA TF and the Chairperson of the Youth Committee shall collaborate with and exercise overall supervision over LOC's planning for management and conduct of the Championships, and shall have sole responsibility for the conduct of the Championships competition. Specifically, USA TF's Competition Management Team (as defined herein) shall have overall responsibility for and shall oversee all aspects of the conduct of competition during the Championships. It is expressly understood by both parties that USA TF's Competition Management Team has final authority during the competition with respect to the conduct of the Championships.
- 3) *Entry Forms, Fees, and Deadlines:* The entry form shall specify individual event entry fees of Eight Dollars (\$8.00), relay entry fees of Thirty-two Dollars (\$32.00), heptathlon/decathlon entry fees of Twenty-four Dollars (\$24), and pentathlon/triathlon entry fees of Twenty Dollars (\$20.00). Late fees of Ten Dollars (\$10.00) to be charged by Bidder for processing incomplete entries. (i.e. missing birth certificates, verification of age, etc.) Five Dollars (\$5.00) may be charged for lost race numbers. The entry deadlines shall be mutually agreed upon between USA TF and the successful Bidder.
- 4) *Competition Bib Numbers:* USA TF will provide at no charge the competition bib numbers.
- 5) *Hip Numbers:* Bidder is responsible for ordering sufficient quantities of hip numbers to conduct the Championships.
- 6) *Website:* USA TF will create and maintain the official Championships website. Bidder shall work with the Director of Grass Roots Programs and the Youth Committee to provide the necessary information and details for the website.
- 7) *Competition Schedule:* The competition schedule shall be determined by USA TF.
- 8) *Information Booth:* The successful Bidder must operate a Championships and host city information booth for participants and spectators at the packet pick-up area.
- 9) *Medal Presentation:* Formal medal presentation with two (2) awards stands (one for boys and one for girls) and public address system must be provided by the Bidder. Pursuant to the procedures outlined in USA TF Competition Rule 305 (5), individual awards will be furnished by USA Track & Field for the competitors finishing in the top eight (8) places in each division.
- 10) *Team Awards:* Formal team trophy presentation with awards to the top three (3) teams in each age group/gender division to be awarded 30 minutes after the end of the competition on the last day of the meet. Team awards are to be provided by the successful Bidder.
- 11) *USA TF Sanction & Insurance Coverage:* Bidder shall obtain a USA TF sanction for the Championships and shall have in place Comprehensive General Liability insurance with an insurance company or companies approved in writing by USA TF, which shall provide liability coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence and Five Million Dollars (\$5,000,000) aggregate. Bidder shall secure adequate additional insurance coverage extending to automotive, worker's compensation and Directors and Officers Liability. Bidder shall indemnify USA TF against liability for claims or losses resulting from Bidder's uninsured acts or omissions.
- 12) *LOC Preparation/Observe Prior Year's Championships:* Bidder must send representatives of its Championships management team, as observers, to the 2010 USA Youth Outdoor Track & Field Championships. Bidder's competition management team must arrive no later than the Monday of the week competition begins.

Bidder's Initials _____

Part XIII – Championships Information, Entries, and Results

A. USA TF Requirements:

- 1) The USA TF web site shall be the exclusive host of the Championships results.
- 2) A web-based entry system which can verify USA TF memberships and athlete club affiliations for entries is required. Utilization of the USA TF web-based entry system is available to Bidder.

Bidder's Initials _____

B. Bidder to provide the following:

- 1) Please explain anticipated arrangements with respect to Championships entries.

Part XIV – National Youth Committee/Competition Management Team

A. USA TF Requirements:

- 1) Bidder will be responsible for all expenses associated with one pre-selection site visit by up to five (5) USA TF staff and Youth Committee representatives. In addition, Bidder shall be responsible for the expenses associated with up to two (2) follow-up site visits, by no more than five (5) persons prior to the Championships, which may include USA TF staff. (See "On-Site Visit Agenda" in ADDENDUM A.)
- 2) Two (2) days before, during, and one day after the Championships Bidder shall provide hotel rooms, transportation to and from their respective home city, the airport and the hotel, the hotel and competition facilities, as well as meals and hotel rooms for up to twenty-three (23) meet management and technical staff as designated by USA TF. A two bedroom suite with parlor must be provided for USA TF Youth Committee use, prior to and during the Championships.
- 3) Bidder must provide two (2) full-size rental cars and two (2) seven-passenger vans, including daily insurance coverage, for use by the Youth Committee and USA TF staff, at no cost to USA TF.

Bidder's Initials _____

Part XV – Officials

A. USA TF Requirements:

- 1) The successful Bidder must utilize only USA TF certified officials to officiate the Championships. The successful Bidder shall be responsible for the recruitment of officials with the final approval of each official being made by the USA TF Youth Committee.
- 2) The 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) 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, USA TF Youth Athletics Division Chair, USA TF Manager of Grass Roots, Jury of Appeals (5), Track Referees (4), Field Referees (4), Combined Events Referees (2), Race Walk Referee (1), Protest Table (2), Operations Computer Center (3), Clerking Advisor (1), Clerks (6), Results (varies), Computer Center Crew (3), USA TF National Office (4), Registration (10), Announcer booth (3), Finish Line Coordinator (1), Photo Finish Coordinator (1), Wind Gauge Coordinator (1), Records (1), Starter Coordinator (1), Full complement of running and field event officials and marshals as required by USA TF Competition Rules and events schedule.
- 5) LOC shall provide meal service for Championships competition officials, with breakfast available between 6:00 a.m. and 9:00 a.m. and a mid-day meal available between 10:30 a.m. and 1:30 p.m. In addition, LOC shall deliver meals to those officials who cannot leave their positions during the championships.

Bidder's Initials _____

B. Bidder to Provide the Following:

- 1) Indicate if officials from outside the Association will be invited? Yes No
- 2) Please provide name, title, and contact information for the individual who will serve as the coordinator of officials.

(Name) _____ (Title) _____ (Email or Phone) _____

- 3) A list of the officials under consideration to work the Championships must be submitted to the Youth Chair ninety (90) days before the event.
- 4) Indicate if the Bidder will provide any of the following for the certified officials?

Air Transportation	Yes	No	(If yes, describe)
Local Ground Transportation	Yes	No	(If yes, describe)
Food (other than described above)	Yes	No	(If yes, describe)
Lodging	Yes	No	No. of nights _____ No. of officials _____
Meal at Event Site	Yes	No	
- 5) Indicate plans for delivery of fluids and meals to officials working at the Championships.
- 6) Indicate plans for delivery of water and fifty (50) towels per day to officials on the track during the competition. Ice chests must be provided at check-in, clerking and various operations/event management areas.

Part XVI – Volunteers

A. USA TF 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. Approximately 50 volunteers per day will be needed to host the Championships. (See "Volunteers" in **ADDENDUM C** for more details.)
- 2) Bidder must provide volunteers with amenities such as t-shirts, toilet facilities, beverages and or light snack, and transportation as appropriate.

Bidder's Initials _____

B. Bidder to Provide the Following:

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

Part XVII – Safety and Security

A. USA TF Requirements:

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

Part XVIII – Medical

A. USA TF Requirements:

- 1) Bidder shall ensure that adequate medical services are available for the duration of the Championships; a minimum of two (2) physicians, three (3) Emergency Medical Technicians (EMT), one (1) fully equipped ambulance, six (6) facility personnel trained in CPR and two (2) 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. USA TF's decision on the adequacy of medical services shall be final.
- 4) Separate medical areas shall be established in the competition area for athletes and in the stands for spectators. The locations must be publicized in the passport. Tents and/or permanent sites may be used.

Bidder's Initials _____

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 USA TF.
- 2) Name and credentials of head physician, as well as athletic competition experience.
- 3) Name and credentials of head athletic trainer, 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.
- 6) Indicate plans for delivery of water to the athlete competition and check-in areas during the meet.

Part XIX – Legal

A. USA TF Requirements:

- 1) After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards fulfilling the obligations and requirements contained herein and of any subsequent site-evaluation visits. Failure of Bidder to successfully complete the site and compliance reviews may result in forfeiture of the contract deposit and/or removal of Championships from Bidder, or both.
- 2) On or before February 15, 2010 the successful Bidder shall execute the aforementioned Contract, which shall govern the relationship between the parties with respect to the Championships.
- 3) The successful Bidder must satisfy the pre-conditions stated in the Contract. If the Bidder fails to meet these obligations, then USA TF reserves the right to withdraw the award of the Championships and re-award them to another Bidder, pursuant to the procedures outlined in USA TF Regulation 4-F-10 or assess a penalty of up to \$2,000 per infraction.

Bidder's Initials _____

B. Bidder to Provide the Following:

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

Part XX – Additional Information

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

BIDDER STATEMENT

I, _____, on behalf of _____ (Bidder), the entity seeking to host the 2011 USA Youth Outdoor Track & Field Championships event (the "Championships"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Application Form and the "National Championships Bidding" information on the USA TF web site. I understand the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder. In particular, I understand that Bidder does not have the right to contract with any sponsor, supplier, or vendor without the express written consent of USA TF. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in this Bid Application and the Bid Championships contract to be executed on or before February 15, 2010, as well as all applicable USA TF and IAAF Competition Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USA TF and Bidder.

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

EVENT ORGANIZER/ BIDDER

USA TF YOUTH COMMITTEE

Print Name:

Lionel Leach

Title:

Youth Athletics Division Chair

Entity Represented:

Date:

Date:

EVENT/RACE DIRECTOR

Name:

Title:

Entity Represented:

Date:

USATF ASSOCIATION ACKNOWLEDGEMENT

I, on behalf of the _____ Association of USA Track & Field, Inc. hereby acknowledge that the Association has been consulted by _____ (Event Organizer) regarding the role it shall play if Event Organizer is awarded the 2011 USA Youth Outdoor Track & Field Championships.

Date: _____

Name:

Title: President (required)

Date: _____

Name:

Title:

Note: Bids will not be accepted without this document.

ADDENDUM A
USA TF YOUTH COMMITTEE
ON-SITE VISIT
AGENDA

FIRST DAY

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

SECOND DAY

8:00 AM - 9:30 AM	Breakfast
9:30 AM - 12:00 PM	Visit Track & Field Facility
12:00 PM - 1:30 PM	Lunch
1:30 PM - 3:00 PM	Visit Meet Headquarters, Hotels, Convention Centers, etc.
3:00 PM - 6:00 PM	USA TF Representatives return to hotel, write report.
6:00 PM - 7:00 PM	USA TF Representatives and LOC review and sign report.
7:00 PM	Dinner

THIRD DAY

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

ADDENDUM B
Sample Budget Template

Revenue			
Sponsorship			
CVB Sponsorship/Housing Rebate			
Gate Admissions	25,000.00		
Concessions			
Programs/ Results Booklets	5,000.00		
Entry Fees	45,000.00		
Expo Area			
Equipment Resale			
Merchandise Vendor	10,000.00		
Other Vendors	3,000.00		
Bid Refund	2,500.00		
Expenses			
Bid Deposit	2,500.00	Port-o-Lets	1,000.00
Rights Fee	2,500.00	Ambulance/ EMT Service	3,000.00
Sanction	700.00	Athletic Trainers	1,500.00
Facility Fee		Physicians	
Facility Clean-up		Security	3,000.00
Telephone, Fax & Other Technology Set-up		Police	5,500.00
Facility Repairs		Golf Carts	1,500.00
Operations Trailer	1,500.00	Announcers	1,000.00
Meet Director		New Equipment Purchase	
Paid Personnel - Ticket Takers, Office Staff, etc.		Postage & Express Mailings	500.00
Timing	10,000.00	Wristbands	1,000.00
Printing - Program, Credentials, Misc	4,000.00	Hip Numbers/ Pins	500.00
Office Supplies	2,000.00	Travel/ Meetings	3,000.00
Office Equipment (Copiers/Fax Machines/Phones)	1,000.00	Credit Card Fees	
Communications - Motorola Walkie-Talkies	700.00	Miscellaneous	5,000.00
Sound Systems (Clerking & Awards Areas)	500.00		
Signage - Banners	500.00		
Signage - Directional	1,000.00		
Travel & Housing - Youth Meet Management Staff	15,000.00		
Meals - YMMS, Officials, and Volunteers	20,000.00		
Housing - Officials			
Officials & Volunteer Apparel	3,000.00		
Vehicle Rental	500.00		
Shuttle Transportation			
Water, Ice, Towels, & Cups	4,000.00		
Tents, Tables & Chairs	5,500.00		

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

ADDENDUM C
Volunteers

General Event Volunteer Positions

* Numerical notation indicates the number of volunteers needed at any given time.

Meet Administration Assistants (4-6)¹: Assist Meet Management officials in various areas, including registration, results, and clerking/hipping areas.

Ticket Sellers (3-4): Responsible for selling tickets at the front entrance. This position requires handling money and making correct change.

Entrance Ticket Takers (2-4)²: Monitor public entrance to the stadium, ensuring that only persons who have purchased tickets/passes enter the competition.

Credential Entrance Monitors (4-6)³: Responsible for supervising access to designated areas (check credentials).

Program Sellers (3): Responsible for the sale of the Official Event Program. This position requires handling money and making correct change.

Hospitality Assistants (2-4)⁴: Assist the Local Organizing Committee with the officials' hospitality area and the volunteer hospitality area. Volunteers will help set up food, keep the area orderly, refill items as necessary, etc.

Awards Assistants (2): Help with the organization and distribution of awards throughout the meet.

Medical Support Volunteers (4-6): Assist the medical staff with various tasks such as filling ice, restocking towels, and providing hydration for athletes at the finish line.

Media Support Volunteers (2): Duties include transporting meet information and results to/from various contacts, helping organize data, gathering quotes, etc.

Other positions may arise throughout the event.

Facility Support Volunteer Positions

All volunteers will work under the supervision and direction of the Meet Director, and/or designated area coordinators. Responsibilities vary and require an ability to handle physical labor, including activities such as pit raking, movement of hurdles, equipment transfer, and fluid and ice replenishment. Approximately 15-20 Facility Support volunteers are required at any given time throughout the Championships.

¹ This number will exceed 20 when track escorts are needed during relay events

² This number will depend on access points of facility

³ This number will depend on access points to the field of play

⁴ This number will depend on the number of hospitality areas

Volunteer Application
For the USA Youth Outdoor Track & Field Championships
*** Name of Facility ***

Please mail or fax all 3 pages of this form to:

Name, Address, and Fax Number

All volunteers must be 15 or older and MUST work a minimum number of shifts over the course of the event.

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Employer: _____ Job Title: _____

Email address: _____

Daytime phone: _____ Evening phone: _____

Cellular phone: _____ (optional)

Date of Birth: _____

Month / Day / Year

ADDENDUM C – con't

**Volunteers for the Youth Outdoor Track & Field Championships
are needed in one of the two following areas**

(1) General Event Support – Responsibilities will focus on the overall execution of the event, including support in the awards, hospitality, and ticket areas.

(2) Facility Support – Requires knowledge of track and field; volunteers will be asked to perform sport-specific responsibilities.

Please circle your area of volunteer interest:

General Event Support

Facility Support

GENERAL EVENT SUPPORT VOLUNTEERS

General Event volunteers must sign up for at least THREE shifts – please indicate the three (or more) shifts for which you are available – Shifts will be filled on a first-come, first-served basis

Tuesday, Date

7:00 am – 11:00 am _____

11:00 am – 3:00 pm _____

3:00 pm – 6:00 pm _____

Wednesday, Date

7:00 am – 10:00 am _____

10:00 am – 2:00 pm _____

2:00 pm – 5:00 pm _____

Thursday, Date

7:00 am – 11:00 am _____

11:00 am – 3:00 pm _____

3:00 pm – 7:00 pm _____

Friday, Date

7:00 am – 11:00 am _____

11:00 am – 3:00 pm _____

3:00 pm – 6:00 pm _____

Saturday, Date

7:00 am – 11:00 am _____

11:00 am – 3:00 pm _____

3:00 pm – 6:00 pm _____

Sunday, Date

7:00 am – 11:00 am _____

11:00 am – 3:00 pm _____

3:00 pm – 6:00 pm _____

Addendum C – con't

FACILITY SUPPORT VOLUNTEERS

Facility Support volunteers must sign up for at least TWO shifts – please indicate the two (or more) for which you are available – Preference for shift requests will be given to those choosing shifts that fall on the same day

Tuesday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____

Wednesday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____

Thursday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____

Friday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____

Saturday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____

Sunday, Date

7:00 am – 12:00 pm _____

12:00 pm – 6:00 pm _____