



USA YOUTH OUTDOOR TRACK & FIELD CHAMPIONSHIPS BID APPLICATION

Bidders proposing to host the 2013 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 August 5, 2011.**

Please forward one (1) copy of the completed application with supporting materials and **bid application fee** to Tricia Floyd, USATF Associate Director of Youth Programs, 132 E. Washington Street, 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.

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

Part II – Year and National Championship Event Sought

Year: 2013	Event: USA Youth Outdoor Track & Field Championships
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Part III – Bid Award Process

The Championships will be awarded at the USATF Annual Meeting to be held in St. Louis, MO, November 30- December 4, 2011. Site selection will be made from among those fully and properly completed Bid Applications submitted to USATF that are accompanied by a refundable Bid Application fee payable to "USA Track & Field" in the amount of Two Thousand Five Hundred Dollars (\$2,500.00). Finalists will be recommended by the site evaluation committee selected by the Youth Athletics Division, and the host city will be selected by a majority vote of the Youth Athletics delegates present at the session of the Annual Meeting at which the vote is taken. The successful Bidder will be required to pay a Two Thousand Five Hundred Dollar (\$2,500.00) rights fee to USATF on the date the Championships are awarded.

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

A. USATF Requirements:

- 1) *Bid Application Fee:* Bidder is required to pay a refundable 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 USATF to remedy Bidder's unfulfilled obligations with respect to the conduct of the Championships. Upon final award of the Championships, the successful Bidder will be required to pay an additional 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 USATF's formal Championships agreement on or before February 15, 2013. Bidder's failure to do so shall give USATF the right to award the Championships to a different Bidder.
- 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 USATF 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 USATF. This approval must be obtained in writing. No sponsor, supplier, or vendor may associate itself with the Championships, the Championships name, or the Championships logo, without the express written approval of USATF. No sponsor, supplier, or vendor that is not a USOC sponsor, supplier, or vendor may be associated with the Championships, the Championships name, or the Championships logo, and even then, only with USATF approval.
- 5) *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 USATF'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 USATF Youth Athletics Committee (See Part XIII, 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. Note: Current USATF member coaches who have completed and passed a Youth Criminal background check and who are in good-standing shall receive free admission.
- 8) *Merchandise Sales:* Revenue from the creation and sale of Championships merchandise bearing USATF marks, images or terminology must be approved in advance by USATF. USATF reserves the right to conduct its own merchandising activities at the Championships or to engage a vendor to sell USATF merchandise. The Bidder shall provide, at no cost, a location for such sales in a high-traffic area within the facility. Additionally, USATF reserves the right to purchase exclusivity rights from the Bidder and act as the sole representative for the sale of Championships merchandise. USATF agrees to notify the Bidder by June 15, 2012, if such a decision is made. At which time, the transfer of merchandise rights shall be negotiated in good faith between USATF and Bidder.
- 9) *Program Sales:* Revenue from meet program sales will be retained by successful Bidder.
- 10) *Non-merchandise/Concession Sales:* Revenue from non-merchandise concession sales will be retained by successful Bidder.
- 11) *Exposition Area:* The successful Bidder may create an exposition area provided that sponsors and suppliers designated by USATF are given free space. USATF will notify the successful Bidder by March 15, 2013, of any sponsor or vendors interested in securing a space in the exposition area. The successful Bidder will retain revenue from exposition booth rental.
- 12) *Financial Report:* Within sixty (60) days of conclusion of Championships, Bidder shall submit a complete financial accounting of Championships, including paid daily attendance figures and hotel room pick-up report to Chair of the USATF Youth Athletics Division and Associate Director of Youth Programs. (See **ADDENDUM A** for a financial overview of the Championships.)
- 13) *Protest Fees:* Revenue from protest fees collected shall be retained by USATF.
- 14) *Replacement Bib Number Revenue:* Revenue from bib number replacement fees shall be retained by USATF.

Bidder's Initials X _____

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 USATF sanction. (See Part XIII, 9 below.)
- 3) Details of any Championships merchandise the Bidder wishes to create and sell.
- 4) Details of anticipated concession sales at Championships.
- 5) Details of anticipated exposition area with booth size(s), rental costs, and site map.

USA TRACK & FIELD and USOC OFFICIAL SPONSORS

The following are the existing Official/National sponsors of USA Track & Field as of April 1, 2011. 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	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)	Ludus Tours	Travel, tour, and hospitality packages
24-Hour Fitness	Health club facilities	St. Vincent Sports Performance	Personal Training
The Hershey Company	Confectionery products, gum and other breathe freshener products, milk modifiers, desserts and ice cream toppings, baking products, non-chocolate confectionary snack food products	<u>USATF Partners</u>	<u>Product Category</u>
		MBNA	Affinity Card
BMW	Automotive	Delivra	Mass email distribution

Bidder's Initials X _____

Part VIII – 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 4,000 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 X _____

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 USATF 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 USATF VIP guests.

Part IX – Travel, Transportation, and Parking

A. USATF 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, USATF staff, and any VIPs designated by USATF.

Bidder's Initials X _____

B. Bidder to Attach the Following:

- 1) Name all airlines servicing the local airport(s) and the number of flights in and out of host city each day. List any airlines with major hubs in or near host city.
- 2) Distance from airport to hotels and competition site. Indicate which hotels provide free airport shuttles.
- 3) A list of transportation systems within your city/community available for public use and providing access to the track and field facility and hotels. Indicate plan for coordination of race and transportation routes with state and local authorities, if applicable.
- 4) List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
- 5) Describe parking arrangements at competition site, including plans for VIP and USATF staff parking.

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

A. USATF Requirements:

- 1) The successful Bidder shall consult with USATF 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. USATF and its designated sponsors, suppliers, and licensees shall have the right to receive free advertising in the Championships program. Bidder shall consult with USATF's Marketing Department prior to engaging in any promotional or advertising activities.
- 2) The Championships logo must be approved in writing by USATF's Marketing and Legal Departments prior to any use of the logo. The logo shall include the full championship name, the USATF logo, the year (2013), and may include a design element that symbolizes the event's location.

Bidder's Initials X _____

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. USATF Requirements:

Bidder must provide all necessary facilities and equipment in good to new condition (recommended that Bidder purchase new equipment) to host a first class track and field competition. The below list is subject to change based on the number of entries. Bidder must obtain a more accurate list from USATF closer to the time of the Championships. Such facilities and equipment include:

Track and Field Facilities

- 1) A 400m, eight-lane, synthetic, track and field facility that meets IAAF requirements and complies with USATF Competition Rules 160 and 164.
- 2) Separated and secure clerking area with tables in permanent building or tents. Clerking area must be equipped with a public address 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-lets 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 with handles.
- 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 discuses.
- 16) Nine (9) 600 gram and nine (9) 800 gram competition javelins; eight (8) Turbo Javelins.
- 17) Six (6) six-pound, nine (9) four-kilogram, nine (9) twelve-pound, and six (6) two-kilogram 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. Successful bidder agrees to use one of the USATF Youth approved timing companies.
- 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.
- 24) At least twenty four (24) batons.
- 25) At least twenty four (24) boxes of 32 caliber shells.
(Additional equipment needs can be found in **ADDENDUM F** and **ADDENDUM G.**)

Event Management Support Requirements

- 25) Athlete packet pick-up facilities at headquarters hotel and/or at track facility (after start of competition). (See "Packet Pickup/Registration Supplies" in **ADDENDUM E.**)
- 26) 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.
- 27) Tenting at field event areas to protect athletes from elements, a minimum of 10 feet by 20 feet each.
- 28) Operations trailer(s), 10 ft by 40 ft with three (3) separate sections, and with a door opening measuring at least 30 inches, to house Championships management. The operations 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. (See "Operations Supplies" in **ADDENDUM D.**)
- 29) 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.
- 30) Two (2) copy machines with all supplies (include 15 cartons of paper, toner, etc.).
- 31) 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.
- 32) Up to four (4) portable address systems to use for the starting, awards, clerking, and hiping areas.
- 33) Ten (10) golf carts for mobility around track and field facility. Five (5) to be used by Competition Meet Management team and five (5) for LOC use for food and water distribution, venue setup, and official in-venue transportation.
- 34) Twenty-five (25) Motorola-type, multi-channel walkie-talkies for LOC, with no less than fifteen (15) walkie-talkies made available for use by the Competition Meet Management team, with two-thirds (2/3) having headsets.

Webcast

- 1) Facility/venue equipped with landline internet for the purpose of streaming online video.
- 2) Press box facilities for online/video webcast announcers.

Bidder's Initials X _____

B. Bidder to Attach the Following:

- 1) A written letter from the facilities' highest ranking official (President, CEO, Chancellor, etc.) indicating that it will make the facility available to the successful Bidder and USATF for the Championships, including setup prior to and breakdown after the Championships. The letter shall detail the preliminary estimated fees associated with the use of the facility.
- 2) A 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 operations trailer.

Part XII – Championships Management

A. USATF Requirements:

- 1) *Competition Rules:* The Competition Rules of USATF shall govern the conduct of the Championships.
- 2) *Championship Oversight:* USATF 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, USATF’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 USATF’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 (\$24.00), and pentathlon/triathlon entry fees of Twenty Dollars (\$20.00). Five Dollars (\$5.00) may be charged for lost race numbers. The entry deadlines shall be mutually agreed upon between USATF and the successful Bidder.
- 4) *Competition Bib Numbers:* USATF 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. (See suggestions in **Addendum D**)
- 6) *Website:* USATF 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 USATF.
- 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 USATF Competition Rule 305 (4), 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) *USATF Sanction & Insurance Coverage:* Bidder shall obtain a USATF sanction for the Championships and shall have in place Comprehensive General Liability insurance with an insurance company or companies approved in writing by USATF, 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 USATF 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 2012 USA Youth Outdoor Track & Field Championships in Arlington, Texas. Bidder’s competition management team must arrive no later than the Monday of the week competition begins.

Bidder’s Initials X

Part XIII – Championships Information, Entries, and Results

A. USATF Requirements:

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

Bidder’s Initials X

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. USATF Requirements:

- 1) Bidder will be responsible for all expenses associated with one pre-selection site visit by up to five (5) USATF 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 USATF staff. (See “On-Site Visit Agenda” in **ADDENDUM H.**)
- 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 USATF. A two bedroom suite with parlor must be provided for USATF Youth Committee use, prior to and during the Championships.
- 3) Bidder must provide two (2) full-size rental cars, (1) sport utility van – SUV, and one (1) seven-passenger van, including daily insurance coverage, for use by the Youth Committee and USATF staff, at no cost to USATF.

Bidder’s Initials X

Part XV – Officials

A. USATF Requirements:

- 1) The successful Bidder must utilize only USATF 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 USATF 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, USATF Youth Athletics Division Chair, USATF Associate Director of Youth Programs, 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), USATF 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 USATF 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., a mid-day meal available between 10:30 a.m. and 1:30 p.m., and an evening meal available between 4:30 p.m. and 7:00 p.m. In addition, LOC shall deliver meals to those officials who cannot leave their positions during the championships.

Bidder's Initials X _____

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. 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. 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 X _____

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. USATF Requirements:

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

Bidder's Initials X _____

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. USATF Requirements:

- 1) Bidder shall ensure that adequate medical services are available for the duration of the Championships. (See **Addendum I** for suggested medical personal).
- 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.
- 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.
- 5) Water and ice chests must be provided at check-in, clerking, and various operations/event management areas.
- 6) Medical personal shall report and complete USATF Incident report (See Addendum J) for all major injuries and agrees to provide a daily log of medical services provided.

Bidder's Initials X

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 USATF.
- 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. 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 in forfeiture of the contract deposit and/or removal of Championships from Bidder, or both.
- 2) On or before February 15, 2013 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 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 8-F-10 or assess a penalty of up to Two Thousand Dollars (\$2,000) per infraction.

Bidder's Initials X

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 USATF in deciding whether to award a National Championships event to your organization. (Attach additional sheets if necessary.)

BIDDER STATEMENT

I, _____, on behalf of _____ (Bidder), the entity seeking to host the 2013 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 USATF website. 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 USATF. 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, 2013, 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 does not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled. If, due to subsequent events or inaction, any statement, promise, chart, photograph, or submission made herein is no longer true or capable of being fulfilled, then I shall immediately notify USATF of this fact. For purposes of the preceding sentence, I understand that I am obligated to notify USATF, within forty-eight (48) hours, of the discovery that any aspect of the attached Bid Application has become untrue or is incapable of performance. I further understand and agree that USATF reserves the right to withdraw its award of the Championships due to Bidder's inability to fulfill the conditions and promises stated in its original Bid Application, or as modified by mutual agreements.

EVENT ORGANIZER/BIDDER

USATF YOUTH COMMITTEE

Print Name:

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 2013 USA Youth Outdoor Track & Field Championships.

Date: _____

Name:

Title: President (required)

Date: _____

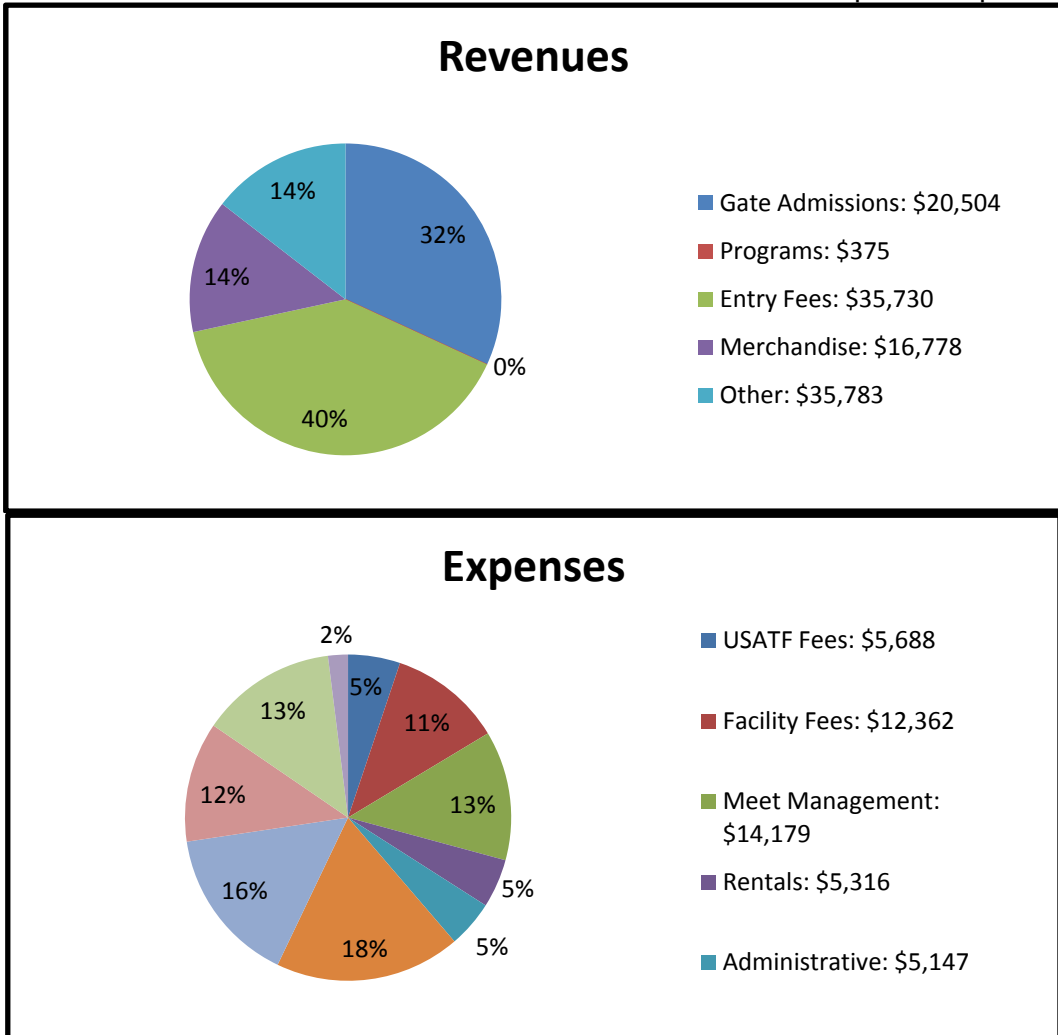
Name:

Title:

Note: Bids will not be accepted without this document.

ADDENDUM A

Financial Overview for Youth Outdoor Championships



See next page for explanation of revenues and expenses

Average Total Entries	2500
Total Hotel Room Nights	1563
Hotel Nights per Athlete	0.63

<i>Nightly Hotel Activity</i>	
Monday	1%
Tuesday	10%
Wednesday	21%
Thursday	21%
Friday	21%
Saturday	19%
Sunday	8%

Figures represent a three year (2008, 2009, 2010) average of financials as reported by Championships host.

ADDENDUM A cont'd

Financial Overview for Youth Outdoor Championships Explanation of Expenses and Revenues

Revenues

<i>Gate Admissions</i>	monies received from those paying to attend the event
<i>Programs</i>	monies received from sale of event programs
<i>Entry Fees</i>	monies paid by athletes to compete
<i>Merchandise</i>	from sale of merchandise; could be from a contract agreement with vendor
<i>Other</i>	varies by event and city; usually in the form of sponsorships

Expenses

<i>USATF Fees</i>	bid fee, rights fee, sanction fee
<i>Facility Fees</i>	facility rental fee, facility clean-up fee, any required permits
<i>Meet Management</i>	equipment (purchased or rented), wristbands or other credentials, hip numbers, team awards, communications (radios), timing, sound system, signage or banners, shirts, directional signs, water, cups, ice
<i>Rentals</i>	golf carts, tents, tables, chairs, port-a-lets; NOT vehicles or facility
<i>Administrative</i>	operations center, office supplies/equipment, telephone/fax, printing, postage
<i>Event Personnel</i>	meet director, officials, timers, starters, announcers, security, EMT/ambulance, other labor
<i>Accommodations: USATF</i>	travel, lodging, and meals for USATF staff
<i>Accommodations: Officials</i>	travel, lodging, and meals for officials
<i>Accommodations: Other</i>	travel, lodging, meals for other personnel, transportation, shuttle, hospitality
<i>Other</i>	varies by event or city; can include promotions, unanticipated expenses, etc

ADDENDUM B

Sample Budget Template

EXPENSES	AMOUNT
USATF Fees	
Bid Fee	\$2,500
Rights Fee	\$2,500
Sanction Fee	
FACILITY FEES	
Credit Card Fees	
Facility Clean-Up	
Facility Repair	
Permits	
MEET MANAGEMENT	
Communications	
Directional Signage	
Equipment: Purchase	
Equipment: Rental	
Hip Numbers/Pins	
Shirts for Volunteers	
Signage/Banners	
Sound System	
Team Awards	
Timing	
Water, Ice, Towels, Cups	
Wristbands/Credentials	
RENTALS (not vehicles or facility)	
Golf Carts	
Port-O-Lets	
Tents, Tables, Chairs	
ADMINISTRATIVE	
Office Equipment	
Office Supplies	
Operations Center	
Postage/Shipping	
Printing	
Telephone, Fax, etc Set-Up	

REVENUES	AMOUNT
GATE ADMISSIONS	
PROGRAMS	
ENTRY FEES	
MERCHANDISE	
Vendor Fees for Booth	
Sales	
CONCESSIONS	
OTHER	
Meet Photo Contract	
Hotel Rebate	
Convention & Visitors Bureau	
Bid Application Deposit Refund	
Expo Area	
Sponsorship	

	AMOUNT
EVENT PERSONNEL	
Announcers	
Meet Director	
Officials	
Physicians	
Security	
Starters	
Timers	
Trainers/EMT/Ambulance	
Other	
ACCOMODATIONS: USATF	
USTAF Staff Lodging	
USATF Staff Meals	
USATF Staff Travel	
ACCOMMODATIONS: OFFICIALS	
Officials Lodging	
Officials Meals	
Officials Travel	
ACCOMMODATIONS: OTHER	
Hospitality Tent	
Shuttle	
Timing Staff Lodging	
Timing Staff Meals	
Timing Staff Travel	
Travel/Meetings	
Vehicle Rental	
Volunteer Meals	
Other	
PROMOTION	
Advertising	
Marketing	
OTHER	
Miscellaneous Expenses	

Hotels Room Per Night	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
TOTAL	

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

ADDENDUM C – cont'd

Volunteer Application
For the USA Youth Outdoor Track & Field Championships

*** *Name of Facility* ***

Please mail or fax both 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 – cont'd

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, June 25

7:00 am – 11:00 am ____

11:00 am – 3:00 pm ____

3:00 pm – 6:00 pm ____

Wednesday, June 26

7:00 am – 10:00 am ____

10:00 am – 2:00 pm ____

2:00 pm – 5:00 pm ____

Thursday, June 27

7:00 am – 11:00 am ____

11:00 am – 3:00 pm ____

3:00 pm – 7:00 pm ____

Friday, June 28

7:00 am – 11:00 am ____

11:00 am – 3:00 pm ____

3:00 pm – 6:00 pm ____

Saturday, June 29

7:00 am – 11:00 am ____

11:00 am – 3:00 pm ____

3:00 pm – 6:00 pm ____

Sunday, June 30

7:00 am – 11:00 am ____

11:00 am – 3:00 pm ____

3:00 pm – 6:00 pm ____

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 will be given for shift requests that fall on the same day.

Tuesday, June 25

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

Wednesday, June 26

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

Thursday, June 27

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

Friday, June 28

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

Saturday, June 29

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

Sunday, June 30

7:00 am – 12:00 pm ____

12:00 pm – 6:00 pm ____

ADDENDUM D

Operations Supplies

For Operations

No	Item
1	Box of 100 manila folders with three position tabs
2	Plastic file boxes to hold manila folders
6	Scotch tape rolls in dispensers
2	Rolls duct tape
5	Pairs of scissors
2	Boxes of large paper clips
1	Package of black binder clips in assorted sizes
1	Box medium size rubber bands
2	Staplers (office size)
1	Box staples
2	Staple removers
6	Large black markers
1	Package of Sharpie markers in assorted colors with fine point
1	Package of highlighters in assorted colors
4	Boxes of black retractable pens
2	Boxes of pencils: sharpened
1	Bottle of white out
some	Post-it Notes in small size and assorted colors
1	Package of mini-legal style pads
5	Cases of printing paper
6	Long clip boards
4	Large rolls of paper towels
1	Box large garbage bags
1	Cooler for bottled water

For Posting

No	Item
1	Staple gun and box of staples
	OR
6	Rolls masking tape

For Hipping

Blank running numbers (50 for replacing lost numbers)

Hipping Numbers	
1-8	:: 10 rolls (set of 250)*
9-24	:: 4 rolls

* VS Athletics is the recommended vendor for the purchase of hip numbers.*

ADDENDUM E

Packet Pickup and Registration Supplies

No	Item
3500	Labels - 1 1/3" by 4"
11	boxes [1 gross per box (1400)] of safety pins (4 pins per athlete)*
500	9x12 envelopes
20	Bankers Boxes (storage boxes)
12	file boxes 3 1/2" x5" with 17 sets alpha index cards
1	packs of white card stock paper
2	2 1/2 " or larger viewable binders
2	sets alpha tab dividers
10	red pens
80	blue pens
2	red Sharpie markers
2	black Sharpie markers
2	wide black Sharpie markers
1	large industrial paper cutter
2	printers in registration: 1 small color (copier/printer all-in-1 preferred) & 1 laser printer for printing package sheets
3	packages of yellow highlighters
2	staple removers
2	staplers and staples
3	pairs of scissors
4	pack of post-it notes (small size - multi colors)
2	Boxes large paper clips
2	White Out
1	case of copy paper
4	rolls paper towels
1	small box large garbage bags
1	cooler for water for workers

* Cleaner's Supply is the recommended vendor for purchase of safety pins. www.cleanerssupply.com or 800-568-7768 SKU # Sp-1(closed)

If area is not secured, please provide secure boxes for each night.

ADDENDUM F

Field Event Working Items

Measuring Tapes

Tape Length Metric	Tape Length English	Number Required	Tape Material
30 meter	100 feet	4	Fiberglass
50 meter	165 feet	2	Fiberglass
75 meter	250 feet	2	Fiberglass
100 meter	330 feet	2	Fiberglass
100 meter	330 feet	1	Steel

Note: Longer tapes may substitute for shorter tapes. All tapes must show Metric measurement on one side and Imperial on the other.

Maintenance Equipment

No	Item
3	Roles black duct tape
2	Roles white duct tape
4	Sand rakes
2	Sand shovels (rounded blade)
2	Push-brooms
7	Swish-type brooms
4	Squeegees
At least 2	Air blowers

Pole Vault Equipment

No	Item
5	Crossbars
1 for each set of standards	Extenders
1 for each pit	Measuring device
2 for each pit	Crossbar lifters
1 for each pit	Standard setting display board
1	Digital scale to weigh competitors
8	Roles electrical tapes, each a different color

Working Field Implements

No	Item
6 (required)	Marking sticks for throwing
5	High jump Crossbars
8	Performance Boards
4 (required)	Extra long jump/triple jump boards
8	Cones (12" -16")

ADDENDUM G

Required Implement Specifications

Shot Puts

No	Item
6	2k shot put, no diameter variations needed
10	6 lb, no diameter variations needed
10	4k shot - 2 small-diameter (95mm to 96mm), 6 mid-diameter (100mm to 104mm), and 2 large-diameter (108mm to 110mm)
10	12 lb shot - 2 small-diameter (100mm to 104mm), 6 mid-diameter (108mm to 110mm), and 2 large-diameter (115mm to 117mm)

Discus

No	Item
10	1k discus - 2 @ center weighted, 4 @ 70-75% rim weight, 4 @ 75 - 80% rim weight or higher
10	1.6k discus - 2 @ center weighted, 4 @ 70-75% rim weight, 4 @ 75 - 80% rim weight or higher

Javelin

No	Item
9	300 gram Mini Javelins – no variations (note that Model VIII has had certification issues)
9	800 gram – 3 @ 50m, 4 @ 60m, 2 @ 70m
9	600 gram – 3 @ 40m, 4 @ 50m, 2 @ 60m

Hammer

No	Item
8	4 k - 4 small diameter (95mm to 100mm) and 4 larger diameter (104mm to 110mm)
8	12 lb - 4 small diameter (100mm to 108mm) and 4 larger diameter (110mm to 117mm)
	*Half straight handles and half curved for all of the above *2 extra wires for each of the above hammer variations *2 extra hammer handles – one curved, one straight

ADDENDUM H

USATF YOUTH COMMITTEE ON-SITE VISIT AGENDA

FIRST DAY

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

THIRD DAY

- 8:00 AM - 9:00 AM Breakfast
- 9:00 AM USATF Representatives depart

ADDENDUM I

Personnel:

1. One physician at all times.
2. Three trainers.
3. EMS at all times
4. Local hospital/ER aware of event.

Main medical setup inside the track and easily accessible to the athletes:

1. Two medical tents
2. 3 cots/ treatment tables in each tent
3. Each trainer has their standard kit
4. 2 pairs of crutches
5. 2 knee immobilizers
6. 1 CAM boot
7. lots of ice, coolers, bags for the ice bags and plenty of wrap to wrap the ice bags on athletes legs
8. one dedicated golf cart for the medical team

Secondary medical setup near Finish Line:

1. Tent with ~8 chairs to accommodate athletes who just completed competition.
2. Water with volunteers distributing cups
3. Ice towels kept in ice slushes

Ideally there should be two sets of medical personnel with one taking over half way through the event, i.e. day 4 of a 6 day event.



USA Track & Field INCIDENT REPORT FORM Injury or Property Damage

Fax or mail this form to:
 American Specialty Insurance & Risk
 Services, Inc.
 Attn: Claims Department
 PO Box 459
 Roanoke, IN 46783-0309
 Phone: (800)566-7941 Fax: (260)673-1291

INJURED PERSON INFORMATION / PROPERTY DAMAGE OWNER

Last Name First Middle	Telephone	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Male <input type="checkbox"/> Female
Address	Employer and Address	
Date of Incident Time of Incident am / pm	Date of Birth	
INJURED PERSON: <input type="checkbox"/> Participant <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other:	EVENT: <input type="checkbox"/> USATF Sanctioned Event <input type="checkbox"/> USATF Member Club Practice	
NAME OF EVENT: Club Name: Association Name: USATF Membership #:	Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of company and policy #:	

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

Name	Telephone
Address, City, State, Zip	

INCIDENT INFORMATION

BODY PART INJURED <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Back <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Neck <input type="checkbox"/> Nose <input type="checkbox"/> Finger <input type="checkbox"/> Internal <input type="checkbox"/> Head <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> No Injury <input type="checkbox"/> Tooth <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Other	If Ankle Injury, was ankle: <input type="checkbox"/> Taped <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No If Knee Injury, was knee: <input type="checkbox"/> Braced <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No	INCIDENT OR PROPERTY DAMAGE <input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Overexertion <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Property Damage <input type="checkbox"/> Animal/insect bite/sting	
COURT SURFACE <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Grass <input type="checkbox"/> Sand <input type="checkbox"/> Wood <input type="checkbox"/> Sport Court If sport court, what is under-lying surface? <input type="checkbox"/> Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt	INCIDENT LOCATION <input type="checkbox"/> Before Competition/Event <input type="checkbox"/> During Competition/Event <input type="checkbox"/> After Competition/Event <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms/locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Bleachers/stands	PRIMARY INJURY <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Amputation <input type="checkbox"/> Nausea <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Seizures <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Concussion <input type="checkbox"/> Abrasion <input type="checkbox"/> Sting/bite <input type="checkbox"/> Illness <input type="checkbox"/> Death	DISPOSITION <i>No care given:</i> <input type="checkbox"/> Patient refused <input type="checkbox"/> Not needed <i>Released:</i> <input type="checkbox"/> To parent <input type="checkbox"/> To personal vehicle <i>Referral:</i> <input type="checkbox"/> To doctor <input type="checkbox"/> To hospital/clinic <i>EMS transport:</i> <input type="checkbox"/> Trainer recommended <input type="checkbox"/> Patient/parent requested

Describe how the injury or property damage occurred: (attach a separate sheet if necessary)

WITNESS INFORMATION

Name	Address	Telephone Number
1.		
2.		

Tournament Director, Club Director, Coach and/or USA Track & Field Official completing this form:

Name: _____ **Signature:** _____ **Title:** _____ **Date:** _____ **Phone #:** (____) _____