USA TRACK & FIELD
CROSS COUNTRY CHAMPIONSHIPS
BID APPLICATION

Please forward one (1) copy of the completed application with supporting materials to Associate Director LDR Programs, USA Track & Field, 132 East Washington Street - Suite 800, Indianapolis, IN 46204; and six (6) copies to Mike Scott, 23 Burdick Avenue, Newport, Rhode Island 02840.

Prior to forwarding your bid application to us, please make sure that you have: (1) included all requested information and attachments, (2) obtained all necessary signatures, (3) consulted with the local USATF Association, and (4) read and understand the bidder statement, which is part of this bid application, and the sample bid award letter agreement found under the "Event Directors/Championship Bidding Information" section of the USATF Website.

For assistance in completing this Bid Application please contact Mike Scott at (401) 848-5121 or miscott@att.net, or Jim Estes at (317) 261-0500, ext. 661 or jim.estes@usatf.org.

Part I – Principal Contacts

PLEASE PRINT LEGIBLY OR TYPE

Bid Submission Date:	Event Site:

Event Organizer/Bidder:

Contact Name: Tel (W):

Address: Fax:

Cell:

Website Address: E-mail:

Event/Race Director (if different from above):

Name: Tel (H):

Tel (W):

Address:

Fax:

E-mail: Cell:

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

Year

- ❑ 2014
- ❑ 2015
- ❑ 2016
- ❑ 2017

Event:

- ❑ **USA Cross Country Championships** (conducted the 2nd full weekend of February; includes Open Men's 12 km; Open Women's 8 km; Junior Men's 8 km; Junior Women's 6km; Masters Men's & Women's 8 km).
- ❑ **USATF National Club Cross Country Championships** (conducted the 2nd full weekend of December; includes Open Men's 10 km; Open Women's 6 km; Masters Men's 10 km, and Masters Women's 6 km).
- ❑ **Masters 5 km**
- ❑ **Masters (Other)** _____

If you are bidding for more than one year of the same Cross Country Championship event, prepare one bid application and supply under separate title pages, event details that will differ. Complete separate applications if you are bidding on two (2) or more different Cross Country Championship events. (For example, submit same application with different title pages and additional information for items that will change, if bidding on the 2013 and 2014 USATF National Club Cross Country Championships. Prepare completely separate bid applications, if bidding on the 2013 USATF National Club Cross Country Championships and the 2013 Masters Men's and Women's 8 km Championships.)

Part III – Event Details

1) Event Site (Facility and/or Park name & location):

2) Proposed Event Title (USATF Reg. 4-B):

3) Event Date(s): Preferred Date Alternative Date

4) Proposed Start Time(s):

This Time Schedule is:
❑ Fixed ❑ Flexible

5) Please attach an Event history sheet listing previous Associations, regional, national, or other Championships held on this Site and whether this Event is being held in conjunction with a non-Championships Event. (Please describe other Event.)

6) Please attach a Course Map that shows course layout including start line, finish line, intermediate distances, and approximate elevations. Indicate on Course Map the location of registration center, aid and medical stations, toilet facilities, media facilities, and doping control.

7) Course Composition (% Asphalt, Concrete, Paved, Unpaved, etc.):

Average width of course:

Narrowest width of course and where it occurs along course:

8) Course Record:
Division Record Holder Nationality Time Date

9) Weather Conditions for this Time of Year:
Average temperature during race time: Average humidity: Average wind:

10) Provide name and full contact information of the individual(s) and/or company providing timing, results, and scoring services for this Event.

Part V – Associations

1) USATF Association:

President Name:

Telephone:

Fax:

E-mail:

Visit *www.usatf.org/associations* to locate the USATF Association in your area.

Briefly explain the role of the local Association, its officials, and/or other services in the planning of the staging of the Event. (Attach additional sheet, if necessary.)

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

A. USATF Requirements:
USATF serves a racially, culturally, socio-economically, and otherwise diverse constituency. The organization seeks to create meaningful opportunities for participation of women, racial and ethnic minorities, and persons with disabilities, and encourages entities hosting our National Championships to do the same. It is the policy of USATF to encourage the use of Minority Business Enterprises ("MBE's") and to promote full and equal business opportunities for MBE's in bid contracting for championship events.

B. Bidder to Attach the Following:

1) The legal name, address, web page URL address, telephone and fax numbers, and the legal form of the sponsoring organization bidding for the Championships, if different from that listed in Part I.
2) List the names and professional background information of key management personnel who will be responsible for the conduct of the Championships. Provide an organizational chart or listing of the proposed event management team.
3) Detailed information concerning the host organization's experience in staging major athletic competitions or other events. Please specify the event name(s), date(s), nature of event, budget, number of competitors/participants and attendance figures.
4) Name other organizations, if any, that will conduct or assist in the conduct of the event. Explain the relationships and responsibilities of any such organizations. Include their event experiences and key personnel background information.

Part VII – Cross Country Council Liaison(s)

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

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

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

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

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

Part VII – Officials

The Cross Country Council shall appoint Championship Referee(s), and shall collaborate with Bidder on the selection of a Jury of Appeals. (See USATF Competition Rules 111 and 125.) With respect to the other competition officials, please indicate:

1) How many officials will be certified Long Distance Running Officials at the National level? _____
2) How many officials will be certified Long Distance Running Officials at the Masters level? _____
3) Will officials from outside the Association be invited? Yes No
4) Will the event provide any of the following for the Certified Officials?

Transportation	Yes	No	
Food	Yes	No	
Lodging	Yes	No	(No. of nights _____)
Meal at event site	Yes	No	

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

Part VIII – Athletes

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

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

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

Bidder to Attach the Following:

1) List the names of hotels or other properties that will participate in your proposed housing program(s), the number of rooms available for participants at the particular hotels and/or properties, proposed rates (with or without meals) for singles, doubles, triples, all suites etc., as well as meeting room space availability. Indicate distances from race course.
2) Please provide headquarters hotel floor plans and indicate meeting rooms available for USATF use.
3) Is other housing available near the course at varied rates? Yes No

   If bidder is proposing to use local college and university on-campus housing, please provide information about room availability, location of each dorm and dining facility in relation to the course, costs per room (with or without meals), type of room, number of persons per room, and whether climate control systems are available in each room (i.e. air-conditioning, heat, etc.) If bathrooms are shared, indicate how they are shared. (Note: On-campus housing should be a secondary housing resource. However, such housing is adequate for some athletes, officials and others may desire these accommodations.)
4) List eating establishments within easy walking and driving distances of all proposed housing properties submitted. Specify restaurant dining hours.
5) Please indicate hospitality arrangements planned (i.e. welcome function, pasta dinner, on-site at finish line, key housing properties) for athletes, coaches, meet officials, and, or USATF VIP guests.

Part X – Transportation

Bidder to Attach the Following:

1) Name all airlines servicing the local airport(s) and the number of flights in and out of host city each day. List any airlines with major hubs in host city.
2) Provide a list of transportation systems within your city/community available for public use and providing access to the race course and hotels. Indicate plan for coordination of race and transportation routes with state and local authorities. Indicate the name(s) and location(s) with respect to the housing sites, stadium and other athlete facilities.
3) List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
4) Provide distance from airport to hotels and competition site. Indicate which hotels provide free airport shuttles.

Part XI – Security

Bidder to Attach the Following:

1) Attach a separate sheet detailing security plans to ensure the safety of athletes, officials and spectators during the event.

Part XIII – Drug Testing

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

Bidder to Attach the Following:

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

Part XIV – Championship Management & Business Issues

A. USATF Requirements:

1) *Formal Agreement*: The successful bidder will be required to execute a formal Championships agreement.
2) *Financial Responsibility*: The successful bidder must demonstrate its financial responsibility to pay all of the expenses and show evidence of financial fitness to conduct the Championships. An initial championship budget must be submitted with the bid application submission. An updated budget shall be provided to USATF at least 180 days prior to the championship. Within sixty (60) days of the conclusion of the Championships the successful bidder will be required to prepare a complete financial accounting of the championships and submit it to.
3) *Financial Report*: Within sixty (60) days of the conclusion of the Championships, the successful Bidder will be required to prepare a complete financial accounting of the Championships and submit it to USATF's Long Distance Runner Senior Manager. Failure to submit the final financial report may result in $5,000 being retained from money owed by USATF.
4) *Prize Money Commitment:* The successful bidder will be required to provide a minimum financial commitment for athlete/club prize money. The minimum commitments are; USA Cross Country Championships (Open: $30,000; Masters: $5000), USATF National Club Cross Country Championships (Open: $20,000; Masters: $5000), and Masters Championships ($5,000). USATF will determine the prize purse breakdown for each championship.
5) *Medals & Awards*: Formal medal presentation with award stands and public address system must be provided by successful Bidder. Bidder is responsible to pay for the team and individual medals for the Masters Championship races (ordered through USATF National Office); USATF shall provide the team and individual medals for the Open Championships.
6) *Promotion & Advertising*: The successful bidder will be required to promote and advertise the Championships in a first class manner employing all customary means (print, radio, television, website, etc). All proposed advertising copy, designs, photos, drawings, and logos must be submitted to the Director of Grass Roots Programs for approval at least 15 days prior to printing, publication or distribution.
7) *Sponsorships*: The successful bidder shall use its best efforts to provide USATF sponsors the first right and opportunity to provide products and services for the Championships and be associated with and/or included in all Championships' advertising efforts. No sponsor, supplier, or vendor may associate itself with the Championships, the Championships name, or the Championships logo, if any, without the express written approval of USATF.
8) *Drug Testing/Prize Money:* For events awarding championships prize money, and at which drug testing will be conducted, the Event Director shall forward prize money designated for all drug tested athletes to USATF. USATF shall hold said prize money in an escrow account for pending the release of drug testing results, or the conclusion of adjudicatory processes related thereto. USATF shall distribute prize money held in escrow to the appropriate athlete, in accordance with any place finish adjustments necessitated by final decisions issued by arbitrators or courts in drug case adjudications.
9) *Internet/web Rights*: USATF owns all Internet/web rights to Championships. USATF's web site shall serve as the official source of/portal for all Championships information (entry information and forms, eligibility, schedule of events, athlete information, travel, results, etc.). The USATF web site shall be the "sole" source of results information. LOC may provide a link from its web site to Championship's official information on the USATF web site. USATF will provide a link back to LOC web site with respect to certain relevant other information and event-related communication.
10) *Broadcast Rights*: USATF owns all broadcast rights (television, radio, internet, etc.) to the Championships. USATF may, in its sole discretion, enter into a limited licensing agreement with the successful bidder with respect to certain broadcast rights. Successful bidder shall make best efforts to prevent any webcast or other such video distribution conducted by spectators, participants, working media, or any other third party unless such activity is approved by USATF.
11) *Entries*: All entries into the Championships, whether submitted electronically or on paper entry forms, shall be processed via the USATF web-based Event Entry System. A transaction fee of 3% of the total entry fee shall be retained by USATF for each online entry to cover credit card processing costs, security service charges, and other administrative expenses. USATF shall forward all entry fees net revenue to LOC. USATF shall retain Five Thousand Dollars ($5,000) from the Championships entry fees, which sum

shall be remitted to successful bidder upon fulfillment of all terms of final Agreement.

12) *Merchandise Sales:* Revenue from the creation and sale of Championship merchandise bearing USATF Marks, must be approved in advance by USATF's Marketing Department, and must be negotiated with USATF. USATF reserves the right to conduct its own merchandising sales at the event.
13) *Exposition area*: Successful bidder may create an exposition area provided that USATF and USATF sponsors and suppliers are given free space in prime locations. Successful bidder will retain revenue from exposition booth rental.
14) The successful bidder agrees to reserve a minimum 20'x30' space for USATF's mobile marketing unit at packet pick-up/race expo and/or finish line area
15) *Concession Sales:* Revenue from non-merchandise concession sales will be retained by the successful Bidder.
16) *Shelter*: Successful bidder shall provide a shelter (e.g. building or tent) near the start/finish areas at the competition site for the exclusive use of athletes and athlete support personnel, one hour prior to, during, and one hour after Championships competition on both Event Dates. The athlete shelter shall be sufficiently sized to accommodate athletes participating that day.
17) *Progress Reports*: Quarterly progress reports, following date of award of the Championships, shall be submitted in writing to the USATF national office liaison, detailing the steps that have been taken or tasks completed towards compliance with the requirements of this bid application. The winning bidder's quarterly progress reports shall also be forwarded to the designated Cross Country Council liaison.
18) *Insurance*: Successful Bidder shall have in place General Commercial Liability insurance 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.)
19) *Event Sanction*: Successful bidder agrees to obtain a USATF sanction for the Championships, regardless of whether it secures event insurance coverage through USATF.

USA Cross Country Championships specific requirements

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

B. Bidder to Attach the Following:

1) A proposed Championships budget including the proposed prize money commitment to be provided by the successful bidder.
2) A proposed insurance and risk management plan for the Championships. General Liability insurance is provided to the LOC when a USATF sanction is applied for approved. Directors' and Officers', Automotive Liability, and Workers ' Compensation are additional insurance coverage the LOC should consider when developing its insurance and risk management plans.
3) Details of any Championships merchandise Bidder wishes to create and sell.
4) Details of anticipated concession sales at Championships.
5) Details of anticipated exposition area with booth sizes(s), rental costs, and site map.

USA TRACK & FIELD OFFICIAL SPONSORS

The following are the existing Official/National sponsors of USA Track & Field as of January 1, 2012. Bidder should periodically check the USATF website for updated sponsor/supplier information.

USATF Sponsors	Product Category	USATF Suppliers	Product Category
Nike	Sports footwear, 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 & Awards
		Ludus Tours	Travel, tour, and hospitality packages
BMW	Cars/Motorcycles	St. Vincent Sports Performance	Medical Care & Sports Medicine
Gill	Athletic Equipment		

Part XV – Additional Information

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

BIDDER STATEMENT

I, _____, on behalf of _____ (Bidder), the entity seeking to host the _____ USATF Cross Country Championship Event (the "Championships"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Handbook and Bid Application Form (see www.usatf.org/groups/eventdirectors/bids). I understand all the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in the Bid Handbook and Application, as well as all applicable USATF and IAAF Competition Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USATF and Bidder.

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

EVENT ORGANIZER/BIDDER

_____

Print Name:
Title:
Entity Represented:
Date:

USATF

_____

Name:
USATF Cross Country Council Chair
Date:

EVENT/RACE DIRECTOR

_____

Name:
Title:

ASSOCIATION ACKNOWLEDGEMENT

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

Date: _____

_____
Name:
Title: