



Where Olympic & Paralympic Journeys Begin

USATF NATIONAL JUNIOR OLYMPIC TRACK & FIELD CHAMPIONSHIPS

Request for Proposal for 2027 or 2028 Events

Proposal Due Date: July 1, 2026

USATF National Junior Olympic Track & Field Championships RFP Table of Contents

About USATF and USATF Youth.....	2
Fast Facts.....	3
RFP Timeline, Instructions and Bid Award Process	4
National Championships Event Sought, Event Organizer/Bidder and Event/Facility Director Information	5
Your Event Details and Event Timer.....	6
Facilities and Equipment.....	7
Facilities and Equipment	7
Track & Field Equipment.....	10
Field Event Equipment.....	10
Required Implements.....	11
Timing and Electrical Power Requirements	11
Webcasting Requirements.....	12
Operational Requirements.....	14
Consumables and Supplies	15
Staffing Needs.....	16
Revenue, Expenses and Rights.....	17
Local Organizing Committee and USATF Association	18
National Youth Committee/Championships Management Team.....	19
Housing, Meals, Travel, Transportation and Parking.....	20
Championships Management	21
Officials and Volunteers	22
Safety, Security, Medical & Drug Testing	23
Promotion, Advertising & Publication and USATF Official Sponsors, Partners & Suppliers	25
Business Topics	27
Legal.....	29
Bidder Letter of Agreement.....	30
RFP Checklist Verification.....	31

About USATF

USA Track & Field (USATF) is the national governing body (NGB) for track and field, paralympic track and field, long distance running, and race walking in the United States. USATF is a not-for-profit organization headquartered in Indianapolis, Indiana, with a nationwide membership of more than 130,000 individual members. USATF promotes the sport of Track & Field through training programs and competitions for men, women, boys, and girls of all ages. Additionally, USATF's national governing body establishes and enforces the rules and regulations for track and field, paralympic track and field, race walking, and long distance running, and certifies records in those disciplines.

USATF is comprised of 55 member Associations that oversee the sport at the local level. Member organizations include the National Collegiate Athletic Association (NCAA), Running USA, the Road Runners Club of America (RRCA), and National Federation of State High School Associations (NFHS). As the NGB for track and field, USATF is a member of the United States Olympic and Paralympic Committee (USOPC) and World Athletics (WA). USATF is responsible for selecting athletes to compete in Olympic Games, World Championships, Pan American Games, and other international team competitions.

USATF is proud of our continued success as an organization and of our storied history. The past few years, however, have been particularly special. At the 2024 Olympic Games in Paris, we delivered an outstanding performance, **earning 34** medals. In 2025, at the World Indoor Championships, we led the medal count with 16 total medals. At the 2025 World Athletics Championships in Tokyo, we collected 26 medals. The 16 gold medals tied the best performance ever at an international championship for the U.S. (Olympics and World Championships) in the modern era and marked our strongest championship performance ever in Asia. This increased success has strengthened, and will continue to strengthen, our sport by showcasing the nation and the world to our athletes, who comprise Team USATF – The World's #1 Track & Field Team.

USATF Youth Programs

The USA Track & Field (USATF) Youth Programs promote healthy lifestyles and athletic development nationwide by serving children as young as seven through grassroots and Junior Olympic pathways. The program supports athlete development at every level, from local competition to the Youth National Championships, including Youth Indoor, Youth Outdoor, Junior Olympic (JO) Track & Field, and JO Cross-Country. USATF emphasizes competitive excellence, community engagement, and inclusion while providing coaching education in training techniques, nutrition, injury prevention, and mental preparation to ensure equitable opportunities for all youth athletes.

Event Disciplines

The following event disciplines will be contested at USATF National Junior Olympic Track & Field Championships for both boys and girls in each division. All events and formats of the competition must be approved by USATF.

- 80m Hurdles
- 100m Hurdles
- 110m Hurdles
- 200m Hurdles
- 400m Hurdles
- 100m
- 200m
- 400m
- 800m
- 1500m
- 1500m Race Walk
- 2000m Steeple Chase
- 3000m
- 3000m Race Walk
- 4x100m
- 4x400m
- 4x800m
- High Jump
- Long Jump
- Triple Jump
- Shot Put
- Discus
- Hammer
- Pole Vault
- Javelin
- Triathlon
- Pentathlon
- Heptathlon
- Decathlon
- Mixed Gender Relays

Youth Track & Field divisions are broken up as follows: 8 and Under; 9-10; 11-12; 13-14; 15-16; & 17-18.

Note: Other event disciplines may be added.

Contact information

For assistance with this bid, please contact the USATF National Office. Inquiries may be directed to bids@usatf.org or by phone at 317-713-4691.

Fast Facts

What and When

USATF's largest single youth championship event and the world's most visible youth athletic development program, the Junior Olympic Track & Field Championships, proudly showcases the next generation of stars, ages 7-18, as they compete in a wide range of events. Athletes, families, and coaches enjoy seven days of national-level competition.

USATF is seeking a host city for the 2027 or 2028 USATF National Junior Olympic Track & Field Championships.

Numbers

Number of Athletes: 7,600* (50% Girls & 50% Boys)

Number of total Entries: 14,000* (Number of individual events that athletes compete in)

Age of Participants: 7-18

Number of Clubs that participated: 1,000*

Number of Spectators: 17,000*

Number of credentialed coaches: 650*

Number of Competition Days: 7**

Projected economic impact from previous events: \$13,000,000*+

*The number of athletes, total entries and economic impact are approximate numbers. Actual numbers may fluctuate based on various factors.

**Total number of competition days are subject to change.

Recent Event History of USATF National Junior Olympic Track & Field Championships

Year	Location	Facility	Competition Dates
2026	Norwalk, CA	Falcon Stadium	July 27 – August 2
2025	Savannah, GA	Ted Wright Stadium	July 21 – 27
2024	Bryan-College Station, TX	E.B. Cushing Stadium	July 22 – 28
2023	Eugene, OR	Hayward Field	July 24 – 30
2022	Sacramento, CA	Hornet Stadium	July 25 - 31

Rights Fee

Each USATF National Junior Olympic Track & Field Championships has a non-refundable rights fee in the amount of **Fifty Thousand Dollars (\$50,000)** which must be paid upon final award of the Championships.

Championships Event Competition Dates

The **2027 USATF National Junior Olympic Track & Field Championships** must take place: **July 26 – August 1, 2027**.

The **2028 USATF National Junior Olympic Track & Field Championships** must take place: **TBD**.

Note: The above dates reference competition dates. The USATF National Office will need access to the facility three (3) days prior to the competition dates for event set-up. USATF will have exclusive access to the facility during set-up and throughout the duration of the Championships.

RFP Timeline*

RFP Distributed	May 1, 2026
Bid Applications Due By	July 1, 2026
Bids Reviewed and site visits may be conducted	July 2026 - September 2026
Location Selected and Contract Process Begins**	December 2026
Public Announcement	December 2026 – January 2027

*USATF reserves the right to alter any dates above at their discretion.

**USATF reserves the right to award the 2027 or 2028 USATF National Junior Olympic Track & Field Championships in the manner it deems most beneficial to the sport, the athletes, and its constituencies.

RFP Instructions

All prospective bidders must carefully review these instructions and comply with each specific requirement outlined in this RFP. USATF reserves the right to reject or decline to review any proposal that is incomplete, non-responsive, or not thoroughly presented.

All responses must be clearly labeled and organized under the appropriate corresponding topic headings as outlined in the following sections.

BIDDER MUST PROVIDE THE FOLLOWING:

- One (1) digital copy of the complete USATF National Junior Olympic Track & Field Championships Bid Application. The submission must include:
 - A Table of Contents
 - Responses to all questions outlined in the RFP
 - A completed RFP Checklist verification
 - Supporting materials (photos, videos, maps, charts, etc.) to effectively illustrate and strengthen the proposal
 - All bid materials and any supplementary information must be combined into a single file constituting the official bid proposal.

Submission Requirements:

- All applications must be received no later than the deadline specified in the RFP Timeline.
- Digital copies must be submitted in one of the following formats: zipped file, PDF, or Dropbox link.
- Submissions must be emailed to: bids@usatf.org.

Bid Award Process

The USATF National Junior Olympic Track & Field Championships will be awarded in accordance with the timeline outlined above. The Youth Executive Committee will review all submitted proposals and provide a formal recommendation to the USATF National Office regarding the host selection. The USATF National Office reserves the right to award each year of the USATF National Junior Olympic Track & Field Championships in the manner it determines to be in the best interest of the sport, the athletes, and its constituencies.

Following the award of the bid, the selected host will remain subject to ongoing site and compliance reviews to ensure satisfactory progress toward fulfilling all obligations and requirements outlined in this RFP, as well as any findings from subsequent site evaluations. Failure to successfully complete required site or compliance reviews may result in forfeiture of the rights fee, removal of the Championships from the awarded host, or both, at the discretion of USATF.

National Championships Event Sought

Please select which year and National Championships Event that you are interested in.

_____ 2027 USATF National Junior Olympic Track & Field Championships

_____ 2028 USATF National Junior Olympic Track & Field Championships

Event Organizer/Bidder Information

Name of the Event Organizer/Bidder:

Contact Name:

Address:

Phone Number:

Email Address:

Event/Race Director Information (if different from above)

Contact Name:

Address:

Phone Number:

Email Address:

Facility Director Information (if different from above)

Contact Name:

Address:

Phone Number:

Email Address:

BIDDER MUST PROVIDE THE FOLLOWING:

- The National Championships Event Sought page and Event Organizer/Bidder Information page.

Event Details

Facility Name:

Location (Address):

URL to the Event Site:

Historical Weather Conditions (Competition Period)

Average Temperature Range (°F):

Average Humidity (%):

Average Wind Conditions (MPH):

Event Timer

Timing Company Name:

Contact Name:

Email Address:

Phone Number:

BIDDER MUST PROVIDE THE FOLLOWING:

- The Event Details Page.
- A history sheet listing championships held at the proposed facility.

Facilities and Equipment

The Bidder shall provide all facilities, equipment, and operational infrastructure necessary to host a first-class track and field competition. Requirements are subject to adjustment based on entry numbers and final event scope.

The facility must comply with [World Athletics standards](#) and [USATF Competition Rules 160 and 164](#).

Track Specifications

- 400-meter, eight-lane track (42-inch lane width)
- All-weather synthetic surface
- Raised curb required
- Must be striped for multi-directional competition
- Must comply with [World Athletics standards](#) and [USATF Competition Rules 160 and 164](#)

Equipment and Operations

- All required track and field equipment must be provided and competition-ready
- Equipment must meet applicable governing body standards
- Event management infrastructure must support full competition operations

(See Equipment Requirements section.)

Warm-Up Area

- Dedicated warm-up area required
- Must include appropriate track/event surfaces and equipment
- Hydration access must be provided
- Must allow efficient athlete movement to competition areas

Timing and Results

- Bidder shall procure a qualified timing contractor upon award
- Timing provider must be approved by USATF National Office in coordination with the Youth Committee
- Finish line system must comply with [Rule 165](#) (fully automatic digital imaging system)
- System must include:
 - Two (2) cameras minimum (at least one color camera)
 - Independent backup timing system with identical specifications
- Live results feed required for webcast integration

Electrical & Connectivity (Timing)

- Ethernet connectivity required between press box, finish line, 100m, 200m, and 1500m start lines
- Required 20-amp circuits:
 - Main finish line: 2 inside track, 1 outside track
 - 100m start: 1 inside track
 - 200m start: 2 inside track, 1 outside track
 - 1500m start: 1 inside track

Connectivity

- Facility-wide wireless internet access required
- Must support timing systems, operations, media, and webcast needs
- Bandwidth must be sufficient for simultaneous event operations

Audio / PA System

- Facility-wide PA system required with clear audio coverage of:
 - Competition areas
 - Warm-up areas
 - Spectator seating
- Must support:
 - Event announcements
 - Emergency communications

Supplemental Audio Locations

- Each must include:
 - Dedicated speaker(s)
 - Microphone access
- Required locations:
 - Warm-up area
 - Clerking area
 - Athlete reunification area

All systems must operate simultaneously without interference and maintain clarity under competition conditions.

Broadcast / Webcast Requirements

Facility must support live broadcast/webcast production if required.

Minimum requirements:

- Dedicated/private internet connection
 - 5MB upload
 - 10MB download
- Internet drops required at:
 - Infield
 - Turn 3
- Capability for press box breakout switch or 3 individual lines

Camera & Production Locations

- High unobstructed finish line view (minimum 25 ft height preferred)
- Camera positions may require scaffolding/platforms at:
 - Turn 1 (head-on finish camera)
 - Turn 2
 - Turn 3 (backstretch)
 - Finish line
 - Grandstands

Production Facilities

- Minimum two (2) press box rooms for webcast team and announcers
- Capacity for five (5) computers and related equipment
- Must be near finish line

Security

- Overnight security required for webcast equipment in press box areas
- Access for one (1) vehicle for load/unload near camera entry point

Functional Event Areas

Bidder must provide adequate space for all operational zones listed below. Requirements may be indoors or tented as specified in Operational Space Requirements section.

- Bidder must provide adequate space for the following operations
 - Packet Pickup
 - Coaches Credential Pickup
 - Working Staff Credential Pick Up
 - USATF Staff Area
 - Hipping
 - Clerking
 - Athlete Reunification
 - Officials Hospitality
 - Medical Services
 - Field Event Operations
 - Protest and Jury of Appeals
 - Awards
 - Relay Exchange Zones
 - Merchandise
 - Media / Press Box

Safety and Spectator Control

- Fencing and/or roping required to establish safety zones
- Continuous separation between competition and spectator areas required

Restroom Facilities

- Permanent and/or portable restrooms required throughout facility
- Portable units must be placed in:
 - Clerking
 - Hipping
 - Warm-up areas
 - Athlete Reunification
 - Additional USATF-designated locations during site evaluation

Track & Field Equipment

Item	Quantity
Scoreboard for simultaneous track results display	1
Starter Stands	2
Starting blocks with handles	2 sets of 8
High jump pits with extenders	2
Multi-directional long jump pits	2
Multi-directional pole vault pits, with extenders, capable of use at 2 meters	2
Shot Put Rings	2
Hammer cage or combination hammer/discus cage equipped with doors for safety	1
Hurdles with at least one hundred (100) having adjustable counterbalance	120
Steeplechase Hurdles with a safety covered bottom – adjustable for boy’s and girls’ competition heights	4
Water Jump hurdles with a safety covered bottom – adjustable for boy’s and girls’ competition heights	1
Batons	24
Boxes of pistol shells for use for starter pistols	To Be Determined
Small cones to clearly mark break lines in track events and for directional use at the steeplechase water jump	12
Calibrated implement certification kit for Weights & Measures	1
Electronic Distance Measurement (EDM)	To Be Determined
Finish line recording system, which must satisfy Rule 165 , shall be fully automatic by digital imaging.	1

Please refer to the timer requirements section for additional details.

*Race management and press operations must have electricity, backup power, copier, telephone, and Wi-Fi.

Field Event Equipment

Maintenance Equipment	
Item	Quantity
Black duct tape (rolls)	2
White duct tape (rolls)	3
Sand rakes	4
Sand shovels (rounded blade)	2
Push-brooms	4
Swish-type brooms	7
Squeegees	4
Air blowers	2

Working Field Items	
Item	Quantity
Marking sticks (throws)	8
High jump crossbars	5
Performance boards	9
Extra long jump/triple jump boards	4
Clipboards	16
12”–16” cones	8
8” cones	8

Pole Vault Equipment	
Item	Quantity
Crossbars	5
Extenders (to 2 meters)	1 set per standards
Measuring device	1 per pit
Crossbar lifters	2
Standard setting display board	1 per pit
Digital scale for competitor weigh-in	1
Electrical tape (each roll a different color)	8

Measuring Tapes	
Item	Quantity
30m / 100ft fiberglass	6
50m / 165ft fiberglass	4
100m / 330ft fiberglass	4
100m / 330ft steel	1

Note: Longer Tapes may substitute for shorter tapes. All tapes must show Metric measurements on one side and imperial on the other.

Required Implements

Shot Put		
Implement	Quantity	Specification
2K	10	No diameter variations needed
4K	2	Small diameter: 95–96mm
4K	6	Mid diameter: 100–104mm
4K	2	Large diameter: 108–110mm
6 lbs.	10	No diameter variations needed
12 lbs.	2	Small diameter: 98.5–104mm
12 lbs.	2	Mid diameter: 108–110mm
12 lbs.	6	Large diameter: 115–117mm

Discus		
Implement	Quantity	Specification
1K	2	Center weighted
1K	4	75%–80% rim weight
1K	4	82% rim weight or higher
1.6K	2	Center weighted
1.6K	4	75%–80% rim weight
1.6K	4	82% rim weight or higher

Hammer		
Implement	Quantity	Specification
4K	4	Small diameter: 95–100mm
4K	2	Large diameter: 104–110mm
12 lbs.	4	Small diameter: 98.5–108mm
12 lbs.	2	Large diameter: 110–117mm
Hammer Wires	4	37.5" extra wires
Hammer Wires	4	38.5" extra wires
Handles	4	Additional curved hammer handles

Javelin		
Implement	Quantity	Specification
300g Aero	9	No variations
450g Aero	2	Plastic grip
450g Aero	7	Chord grip
600g	3	At 40m
600g	4	At 50m
600g	2	At 60m
800g	3	At 50m
800g	4	At 60m
800g	2	At 70m
800g	1	At 80m

Note: Successful bidder shall verify implement specifications with USATF National Office for specification requirements necessary for the applicable year of Championships competition.

Note: All implements must be in new condition.

Timing and Electrical Power Requirements

The Bidder and timing contractor shall meet all requirements outlined below to support competition operations, results, processing, and webcast integrations.

Finish Line Timing System

- A fully automatic finish line timing system shall be provided in compliance with [Rule 165](#).
- The system must utilize digital imaging technology.
- System shall include a minimum of two (2) cameras:
 - At least one (1) camera must be a color camera.
- The system must be capable of delivering official competition results in real time.

Backup Timing System

- An independent backup timing system is required.
- The backup system must meet the same specifications and performance standards as the primary system.

Live Results Integration

- The timing system shall provide a continuous live results feed compatible with webcast production requirements.

Data and Network Connectivity

- The Bidder shall provide dedicated Ethernet connectivity as noted below:

Location	Requirement
Press Box ↔ Finish Line	Dedicated Ethernet connection
Press Box ↔ 100m Start	Dedicated Ethernet connection
Press Box ↔ 200m Start	Dedicated Ethernet connection
Press Box ↔ 1500m Start	Dedicated Ethernet connection

Electrical Power Requirements

- The Bidder shall provide the following:

Location	Circuit Requirements
Finish Line (Inside)	Two (2) 20-amp circuits
Finish Line (Outside)	One (1) 20-amp circuit
100m Start (Inside)	One (1) 20-amp circuit
200m Start (Inside)	Two (2) 20-amp circuits
200m Start (Outside)	One (1) 20-amp circuit
1500m Start (Inside)	One (1) 20-amp circuit

Webcasting Requirements

USATF may webcast the competition. The Bidder shall provide all infrastructure, access, and support necessary to successfully produce a live webcast on-site.

Internet and Data Connectivity

- The facility shall provide a dedicated/private internet connection to support live streaming.
- Minimum Requirements:
 - 5MB upload speed
 - 10MB download speed
 - Connection may be landline internet or Wi-Fi, provided it is dedicated/private for event use
- Internet Distribution:
 - Internet drops shall be provided at:
 - Infield
 - Turn 3
 - Each drop must support either
 - A breakout switch at the press box, or
 - Three (3) individual network lines

Camera Locations and Field of View

- Finish Line Requirements:
 - Must provide a high, unobstructed view of the common finish line
 - Minimum elevation: 25 feet
 - Must allow placement of a camera directly on the finish line profile line-of-sight

Camera Platforms and Elevation Structures

- Where natural elevation or existing structures are insufficient, the Bidder shall provide scaffolding and/or platforms to support webcast camera positions.

- Typical Required Locations (if needed):
 - Turn 1 (head-on finish camera)
 - Turn 2
 - Turn 3 (backstretch head-on shot)
 - Finish Line
 - Grandstands

Note: Concourse-level positions may be acceptable where they provide equivalent sightlines; scaffolding may not be required in such cases.

Power Requirements

- All camera locations must have access to electrical power
- A dedicated power circuit must be provided at the grandstand/press box area capable of supporting high-mounted camera systems.

Production Facilities (Press Box)

- A minimum of two (2) press box rooms shall be provided for webcast production staff and announcers
- Each room must accommodate:
 - Up to five (5) computers
 - Associated production equipment
- Press box rooms shall be located as close as possible to the finish line

Security Requirements

- Overnight security shall be provided each night of the Championships
- Security must protect all webcasting equipment stored in press box rooms

Access and Logistics

- One (1) vehicle access point shall be provided for load-in and load-out of webcast equipment
- Access must be as close as possible to camera installation points or facility entry points

Technical Coordination

- Contact information for the event timing provider shall be supplied to support webcast integration and coordination

Operational Requirements

Operational Areas and Site Infrastructure

- All indoor or tented operational areas shall include:
 - Lighting sufficient to fully illuminate the space
 - Electrical power (or generators where required)
 - Cooling (fans and/or AC as appropriate)
 - Trash receptacles (minimum one per operational zone unless otherwise specified)
 - Wi-Fi / internet access
 - Weather protection for all outdoor structures
 - All tents must be properly secured, weighted, walled, and stabilized for weather conditions

Area	Size / Setup	Tables	Chairs	Toilets	Coolers (60qt)	Trash Cans	PA System	Barricades / Stanchions	Notes
Packet Pick-Up & Coaches Credentials	2,400 sq ft (40'x60'), indoor or tented	15	30	—	3	4	Yes	Yes	Front-facing registration operations
Working Staff Credential Pickup	10'x10', indoor or tented	2	4	—	1	1	—	—	Credential control
USATF Staff Area	10'x10', indoor or tented	4	10	—	1	2	—	—	Event operations staff
Hipping	2,400 sq ft (40'x60'), indoor or tented	3	200	6	4	6	Yes	Yes	Athlete flow control
Clerking	2,400 sq ft (40'x60'), indoor or tented	3	200	4	4	6	Yes	Yes	Competition staging
Athlete Reunification	1,600 sq ft, indoor or tented (near finish line)	4	150	2	4	4	Yes	Yes	At finish line
Officials Hospitality	2,400 sq ft (40'x60'), indoor or tented	15	80	4	4	6	Yes	Yes	Officials support area
Main Medical	200 sq ft (10'x20'), tented near finish line	1	8	—	2	2	—	Yes	Includes cot, crutches, immobilizers, CAM boot, ice tubs
Satellite Medical (each)	200 sq ft (10'x20'), indoor or tented	1	8	—	2	2	—	Yes	Includes trainer kit + ice tub
Field Events (each location)	200 sq ft (10'x20'), tented	—	30	—	2	—	—	—	Field event athlete support
Protest	10'x10', indoor or tented	2	6	—	1	1	—	—	Results protest processing
Jury of Appeals	10'x10', indoor or tented	2	6	—	—	—	—	—	Appeals adjudication
Awards	1,200 sq ft (30'x40'), indoor or tented	4	80	—	1	4	Yes	Yes	Medal ceremonies
Relay Exchange Areas	10'x10' each, tented	—	—	—	—	—	—	—	On-track relay zones (multiple)
Merchandise	4,000 sq ft (100'x40'), framed tent	—	—	—	2	4	Yes	Yes	Includes flooring, pipe & drape (10'x40' backstock), power drop (9 outlets), LED Lights
Press Box Areas	Varies (near finish line preferred) indoor	As req.	As req.	—	1	1	—	—	Media, announcers, timing, webcast

Equipment and Support Assets

Item	Specification	Minimum Quantity
Multi-Channel Two Way Radios	Motorola brand or similar	50
Surveillance Earpieces	Compatible with multi-channel, two-way radios	25
Golf Carts	Various types	8

Additional operational support equipment (barricade, coolers, etc.) is listed in Operational Areas and Requirements section

Consumables and Supplies

Item	Specification	Minimum Quantity	Primary Use Areas
Pens (red)	Standard ballpoint	4 boxes (12/box)	Packet Pickup, Clerking, Hipping, Awards
Pens (blue)	Standard ballpoint	4 boxes (12/box)	Packet Pickup, Clerking, Hipping, Awards
Pens (black)	Standard ballpoint	4 boxes (12/box)	Packet Pickup, Clerking, Hipping, Awards
Sharpie markers (fine point)	Assorted colors	4 packs (assorted)	Labels, clerking, awards
Sharpie markers (broad tip)	Black	4 packs	Signage, field marking
Highlighters	Yellow	4 units	Registration, clerking
Post-it notes	3"x3" standard	10 pads	Clerking, packet pickup
Staplers	Standard desk stapler	4 units	Registration operations
Staples	Standard	10 boxes	Support staplers
Staple removers	Standard	2 units	Packet pickup
Printer or Access to Printer (on site)	Color & Black and White	2	Event documents
Copy paper	20 lb. white	1 case	Packet pickup, clerking
Labels	Avery 5162 or equivalent	9,000 labels	Packet pickup
Envelopes	10" x 13" clasp	1,000 envelopes	Credential distribution
Banker boxes	Standard storage	32 units	Admin storage
Clipboards	Hard surface	20 units	Clerking, hipping
Paper clips (large)	Assorted	2 boxes	Admin use
Rubber bands	Assorted sizes	2 bags	Packet pickup
Scissors	Standard	8 pairs	Admin + awards
Paper towels	Industrial roll	10 rolls	All operational areas
Trash bags	32-45 gallon heavy duty	25 boxes	All tents/areas
Hand sanitizer	Pump bottles (32oz)	4 units	High-traffic zones
Disinfectant wipes	Bulk tubs	20 tubs	Medical + admin areas
Safety pins	10 gross per box	35 boxes	Packet pickup + Clerking
Cones (small)	8"-12"	24 units	Track marking
Duct tape	Heavy duty	4 rolls	General use
Ice bags (zip-top)	Gallon size	1,000 units	Medical + field events
Towels (cooling)	Standard athletic	500 units	Medical stations
Bottled Water	12-16oz Bottles	20 Pallets	Hydration stations
Cooler ice liners	Heavy duty	As needed	Medical + hospitality
AA batteries	High-capacity	2 packs	Radios, timers, devices
AAA batteries	High-capacity	2 packs	Operations
Compatible Ear tip Covers for Radios	Disposable	100 units	Security/officials

Note: During discussions with the USATF National Office, the sizes and items needed for each operational space and consumables requirements may change. USATF will ship pallets for the event and will need a place to store them inside and have them delivered to respective areas.

Staffing Needs*

The following section provides an overview of the anticipated staffing requirements for the Championships. While some of these details are referenced throughout the RFP, they are summarized below for clarity. Staffing needs may change depending on the number of entries, facility capabilities, and final staffing levels agreed upon with the USATF National Office staff.

Staffing Category	Quantity / Notes
Volunteers	To Be Determined between LOC and National Office
USATF Certified Officials	Minimum of 115
Championships Management Team Members	25 total
Announcers	2
DJ	1
Local Organizing Committee (LOC) Members	As needed
Uniformed Security (Police Officers)	As required
Non-Uniformed Security Personnel	As required
Timing System Operators	As required
Parking Attendants	As required
Venue Staff	As required
Medical Personnel	To Be Determined between LOC and National Office
Emergency Medical Services (EMS)	As required

*The above may not be an exhaustive list of all staffing needs and will be agreed upon with the LOC and USATF National Office Staff to ensure the event is safe and secure for all in attendance at the event.

BIDDER MUST PROVIDE THE FOLLOWING:

- A diagram of the track and surrounding facilities showing the layout (including surveys of applicable track & field areas). Indicate location of clerking, hiping, field event areas, warm-up area, medical stations, toilet facilities, athlete reunification, USATF merchandise, Officials Hospitality, Protest, Jury of Appeals, Vendor Expo, awards, and media facilities (if applicable).
- A list of facilities and equipment the Bidder currently has at its disposal.
- A list of facilities and equipment the Bidder does not currently have access to and indicate plans for securing these items. Please contact the USATF National Office to learn more about our preferred vendors.

Revenue, Expenses and Rights

LOC Revenue Opportunities

- Entry Fees
- Local Sponsorship
- Gate Admissions including VIP Tickets
- Concessions/Food Sales
- Expo Vendor Fees
- Hotel Rebates
- Contributions, Grants, VIK, and Other Support
- Team Tents
- Implement Resale
- Spectator Parking

LOC Anticipated Expenses

- Event Rights Fee
- Meet Operations
- USATF Sanction
- Event Insurance
- Printing (Meet/Directional Signage and branding)
- Meals (Officials, Volunteers, Staff)
- Championships Promotion and Advertising
- Race Registration Service Fees
- Facility Rental and Venue Services
- Vehicle Rentals
- Shuttle Transportation (if needed)
- Water, Ice & Cooling Towels
- Tents, Tables & Chairs
- Operational Consumables
- Portable Restrooms
- Radios
- Officials Uniforming (optional)
- Ambulance/EMT Service
- Medical Personnel
- Security/Police
- Golf Cart Rental
- Announcers & DJ
- Official's stipends
- Timer
- Volunteer Uniforming
- Track & Field Equipment & Implements
- Wi-Fi/Internet
- Scaffolding (if needed)
- Travel (Some staff & committee personnel)
- Housing (Officials, some staff & committee personnel)

USATF Anticipated Revenue

- Event Rights Fee
- Championships Program Sales
- Replacement Bib Fees
- Protest Fees
- Merchandise Sales

USATF Anticipated Expenses

- Medals and Awards
- USATF and Sponsorship Signage
- Championships Promotion and Advertising
- Doping Control
- Broadcasting/Webcasting (If conducting)
- Registration Platform Fee
- Competition Bibs
- Shipping
- Credentials and access devices
- Safe Sport Requirements and Discount codes
- Entry Process
- Staff travel and housing

USATF Rights

- Internet/Web Rights
- Broadcast Rights
- Merchandise
- National Sponsors

Note: The breakdown above may not be an exhaustive list of all anticipated revenue, expenses, and rights for both the LOC and USATF.

Local Organizing Committee

A local Organizing Committee is needed to host a successful USATF National Junior Olympic Track & Field Championships. This is a group dedicated and responsible for planning, executing, and managing the on-site logistics for the Championships. The USATF National Office and Youth Executive Committee will assist with the execution and planning of the event.

BIDDER MUST PROVIDE THE FOLLOWING:

- 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.
- 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.

USATF Association

Each National Championships takes place within a USATF Association. Please go to the following USATF Website, www.usatf.org/associations, to find your local Association. You must inform the Association President, via email, that you are submitting a bid for this RFP.

BIDDER MUST PROVIDE THE FOLLOWING:

- Briefly explain the role of the local USATF Association, its officials, and/or other services in the planning and operations of the Championships.
- Provide the email that you sent to the Association President informing them that you are submitting a bid for this RFP.

National Youth Committee/Championships Management Team

The Championships Management Team will work with the Bidder to conduct a successful Championships. The Championships Management Team is responsible for approving the schedule of events, overseeing the conduct of the Championships, logistics, timing, and scoring (Hy-tek), and working with the successful Bidder in the conduct of the Championships.

USATF Requires the following:

- Bidder will be responsible for all expenses (Flight, hotel, and local transportation) associated with one (1) pre-selection site visit and one (1) follow-up site visit, if necessary, prior to the Championships.
 - This shall include up to seven (7) USATF representatives.
 - Site visits will last no more than two (2) days.
- Bidder shall be responsible for round-trip economy air transportation and baggage fees to the Host City from the home city of up to twenty (20) Championships Management Team Members as designated by USATF.
- Bidder shall provide local transportation, lodging, and meals or per diem for each member of the Championships Management Team for the period beginning five (5) days prior to and during the Championships. Bidder shall provide up to thirteen (13) single hotel rooms and five (5) double occupancy rooms.
- Bidder shall be responsible for providing meals to USATF's working staff, including webcast staff members, not to exceed a total of thirty (30) people to be named by USATF. In addition, successful Bidder shall deliver meals to those USATF working staff members who cannot leave their assigned positions during the Championships.
- Bidder must provide three (3) full-size SUV's, including daily insurance coverage, for use by the Championships Management Team, at no cost to USATF. All standard passenger vehicles and/or sport utility vehicles used in conjunction with the Championships shall be branded with USATF-supplied logos.

BIDDER MUST PROVIDE THE FOLLOWING:

- Confirm that they will abide by the above requested of the Championships Management Team.

Housing and Meals

USATF requires the following:

- Bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected athletes, coaches, officials, and family members who will attend the Championships.
- Bidder must be able to secure a headquarters hotel(s) that will reserve an adequate room block for participants and spectators, up to three (3) days prior to and during the Championships.
- Bidder will work with the USATF National Office, or their third party designee housing company, to secure the necessary hotel blocks for USATF National Office Staff and Championships Management Team.
- Bidder must ensure that adequate eating establishments or food service arrangements will be available for participants and spectators at the Championships.

BIDDER MUST PROVIDE THE FOLLOWING:

- 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 track & field facility.
- 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).
- Indicate if any hospitality arrangements are planned. If yes, please describe.

Travel, Transportation, and Parking

USATF requires the following:

- Bidder must ensure that the host city has adequate transportation facilities and capabilities for those managing, participating in, or attending the Championships.
- Bidder must provide adequate parking arrangements at the competition site for the athletes, coaches, Championships Management Team, Officials, USATF staff and any VIPs designated by USATF.

BIDDER MUST PROVIDE THE FOLLOWING:

- Name all airlines servicing the local airport(s). List any airlines with major hubs in or near host city.
- Distance from airport to hotels and competition site. Indicate which hotels provide free airport shuttles.
- A description of parking arrangements at competition site, including plans for Officials, spectators, coaches, Championships Management Team, VIPs and USATF staff parking. Officials, Championships Management Team, VIPs and USATF staff parking must be complimentary.

Championships Management

USATF requires the following:

- Competition Rules:
 - The [Competition Rules](#) of USATF shall govern the conduct of the Championships.
- Championship Oversight:
 - Notwithstanding the grant of rights, USATF and the Chairperson of the Youth Athletics Division shall collaborate with and exercise overall supervision over Bidder's planning for management and conduct of the Championships and shall have sole responsibility for the conduct of the Championships competition. Specifically, USATF's Championships Management Team 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 Championships Management Team in conjunction with the USATF National Office Staff has final authority during the competition with respect to the conduct of the Championships.
- Website:
 - USATF will create and maintain the official Championships website. The Bidder shall work with USATF to provide the necessary information and details for the website. The USATF website shall be the exclusive host of the Championships' meet information and results.
- Competition Schedule:
 - The competition schedule shall be made in conjunction with all relevant parties (YEC, LOC, and USATF National Office Staff) to assure accuracy and facility capabilities.
- Medal Presentation:
 - The awards area is the responsibility of USATF, in conjunction with the bidder, and specifications will be outlined according to the facility. Bidder agrees to follow the awards area mandates and directives given by USATF.
- Opening Ceremonies:
 - Opening ceremonies will be held on the evening of the second day of competition (Tuesday). A parade of athletes shall be included and the athlete's oath shall be administered. The Bidder will be responsible for coordinating the opening ceremonies under the direction of USATF, which may include any or all of the following logistical set up, celebrity athlete speakers, and/or musical performers or entertainment performers. The Junior Olympic Athlete Oath must be recited during the opening ceremonies. Necessary equipment and facilities include: access to the track & field facility, an athlete-only seating section to accommodate athletes, additional seating for spectators, a podium stage, and a public address system with a microphone on the stage. USATF National Office representative(s) shall have final approval of all components of the opening ceremony.
- LOC Preparation:
 - It is highly recommended, that the Bidder send representatives of its Local Organizing Committee, as observers, to the prior USATF National Junior Olympic Track & Field Championships. Bidder's Local Organizing Committee should arrive no later than the day before competition begins.
- Web-Based Entry System:
 - A USATF approved, web-based entry system which can verify USATF memberships and athlete club affiliations for entries is required. Bidder agrees to pay for all fees associated with set up of the entry system and pay all transaction and processing fees associated with the web-based entry systems.

BIDDER MUST PROVIDE THE FOLLOWING:

- Confirm that they will abide by the above requested in the Championships Management Section.

Officials

USATF requires the following:

- Bidder must utilize a minimum of one hundred fifteen (115) USATF certified officials at the National or Masters levels to officiate the Championships.
- Bidder shall be responsible for the recruitment of officials with the final approval of each official being made by the USATF Youth Division Chair in conjunction with the USATF National Office. Head event officials and referee assignments will be made by the USATF Youth Division in conjunction with the USATF National Office.
- Bidder must establish an officials and event staff hospitality area near the track where food and fluids are available throughout the competition.
- Bidder shall provide meal service for Championships competition officials to include breakfast, lunch, and dinner. Bidder shall deliver meals to those officials who cannot leave their positions during the Championships.
- Bidder must provide accommodations and local transportation for officials from outside the geographic area of the local Association.

Please Indicate whether you will be able to provide the following for the Youth Official(s):

Youth Official(s) Requests		
Requests	Yes	No
Local Transportation		
Housing		
Meals		

BIDDER MUST PROVIDE THE FOLLOWING:

- Fill in the table above regarding Youth Official(s) Requests or provide a list of what will be provided to the Youth Official(s).
- Will officials from outside the Association be invited?
- Provide the name and contact information for the individual who will serve as the Officials Coordinator.

Volunteers

USATF requires the following:

- 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. The number of volunteers needed will be determined in coordination with the National Office and the bidder. Certain Volunteers are required to be USATF 3-Step Safe Sport compliant (USATF Membership/USATF Background Screened/Safe Sport trained) according to USATF requirements. The USATF National Office will assist in determining which volunteers need to be 3-Step Safe Sport compliant and will assist with discount codes to reduce the cost of these requirements.
- Bidder must provide volunteers with amenities such as t-shirts, toilet facilities, beverages and/or light snack, and transportation, as appropriate. If volunteers work more than a six (6) hour shift, they shall be provided a minimum of one (1) meal.
- Bidder shall be aware of and act in accordance with [USATF's Volunteer Handbook](#).

BIDDER MUST PROVIDE THE FOLLOWING:

- Plan for recruitment of volunteers and plan for volunteers to be 3-step Safe Sport compliant.

Safety and Security

Bidder must establish procedures for crowd management and preparing and responding to emergencies that could endanger the safety of athletes, patrons, officials, or personnel at the Championships.

USATF requires the following:

- Bidder must ensure the safety of all athletes, officials, and spectators at the Championships.
- Bidder shall coordinate with the USATF National Office to provide the required number of crowd control barriers, such as barricades, stanchions, etc.
- Bidder must provide safety cages, wings, and fencing or flagging off sectors at field event areas.
- Bidder must arrange for an appropriate number of uniformed security personnel to be available to secure USATF's merchandise sales location, at no cost to USATF. Such security personnel should provide security for the merchandise sales location during all operating hours and throughout the completion of USATF's closing procedures each day. Depending on the location of the USATF Merchandise area, overnight security may be needed if not in a secure location, at no cost to USATF.
- Bidder must indicate the number of local police and/or private security personnel that will be present during the Championships and consult with USATF Security with respect to security arrangements, coordination, and placement of security personnel at the facility.
- Bidder must coordinate with USATF Security on the development of an event security plan protocol for:
 - Crowd management staffing and procedures for ingress, egress, and flow
 - Weather Emergencies / Indoor - Outdoor (Lightening Policy) Extreme heat
 - Evacuation Plans and maps
 - CPR and AED Usage (Locations) << Maps
 - Suspicious Packages
 - Active Shooter
 - Acts of violence
 - Bomb Threat
 - Spectator / Fan Misconduct
 - Maintenance emergencies
 - Lost Child / Person Instructions
 - Drone Penetration
 - Traffic management
 - Local law enforcement coordination
 - Venue maps

BIDDER MUST PROVIDE THE FOLLOWING:

- Detailed security and evacuation plan to ensure the safety of athletes, officials, and spectators during the Championships. The event security plan should detail the chain-of-command in the security and evacuation protocol and include the role of the USATF National Office representatives in the decision-making process.
- Indicate whether local police or private security personnel will be present during the Championships and provide details.
- Indicate the number of uniformed and non-uniformed security personnel that will be utilized during the Championships.

Note: This is not to be considered an exhaustive list. The list could be altered based on event size, facility size, event history, distance, weather/course conditions, current threat intelligence and analysis.

Medical

USATF requires the following:

- Bidder shall ensure that medical services are available for the duration of the Championships, which will depend on the anticipated number of athlete entrants and spectators. The Bidder will consult with the USATF National Office Staff to determine the appropriate coverage needed on site for the safety of all in attendance.
- Certified first-aid providers must be always on-site to cover the entire competition and events areas.
- One (1) dedicated Golf cart or similar vehicle for transporting injured athletes to the medical areas.
- USATF's decision on the adequacy of medical services shall be final.
- Separate medical areas shall be established in the competition area for athletes and for spectators. The locations must be publicized. Tents and/or permanent structures may be used.
- Medical personnel can include physicians, athletic trainers, EMT, and nursing staff. They must be members of the USATF Medical Registry, which includes being 3-Step Safe Sport Compliant (USATF Membership/USATF Background Screened/Safe Sport trained) as well as proving their medical licensure.
- Medical personnel shall report and complete USATF Incident report for all major injuries and agrees to provide a daily log of medical services provided. Incident Reports and medical logs shall be turned into the USATF National Office designee.
- Bidder should be aware of and utilize the USATF Emergency Response Plan.
- Medical personnel will need to be on site before and during the Championships. Ideally, there should be two (2) sets of medical personnel with one group taking over halfway through the event each day. The number of medical personnel required will be determined in coordination with the National Office and the bidder. The following details will be taken into consideration when determining the number of medical personnel needed on site:
 - Number of Days of Competition, Hours of Competition, Number of Athletes, Number of Spectators, and competition site layout
- No later than ninety (90) days prior to the Championships, the LOC will name a Medical Liaison who will work with the National Office to coordinate the number of medical personnel and services needed during the Championships. LOC shall ensure that medical personnel and medical equipment are available to provide emergency medical services to Athletes, spectators, and officials during the Championships.
 - LOC shall provide a medical services plan to USATF at least sixty (60) days prior to the Championships for USATF approval which shall detail the arrangements for (1) the provision of a defibrillator at the facility; (2) the availability of EMT services including ambulance(s), (3) the provision of a list of hospitals within a ten (10) mile radius of the Facility; (4) the availability of necessary beverages (water) for Athlete consumption; (5) a schematic with anticipated medical areas at the competition site; and (6) the provision of ice and towels for medical staff use.

BIDDER MUST PROVIDE THE FOLLOWING:

- Plans for ensuring adequate medical services for athletes and spectators. The medical services plan must be approved by the USATF National Office. Bidder must notify nearby ambulance and EMT services of competition dates and times.
- Name and credentials of medical personnel, as well as athletic competition experience.
- Name nearest hospital to competition site.

Drug Testing

If this event is selected for drug testing, Bidder shall be required to provide the following:

- Adequate drug testing facilities, as determined by the United States Anti-Doping Agency (USADA).
- Snacks and fluids for athlete consumption during drug testing.
- Sufficient volunteers to serve as drug testing escorts and to assist USADA with drug testing operations.

BIDDER MUST PROVIDE THE FOLLOWING:

- Confirm that you would be able to assist with USADA needs if the event is selected for drug testing.

Promotion, Advertising and Publications

USATF requires the following:

- Bidder shall collaborate with USATF to optimize public awareness of the Championships. Bidder shall use its best efforts to promote the Championships, including public relations, radio, television, Internet, social media and print publications, to generate substantial spectator and community support and extensive national awareness of the Championships. USATF and its sponsors, suppliers, and licensees shall receive free advertising in the Championship's program. Bidder shall consult with USATF's Marketing Department prior to engaging in any promotional or advertising activities.
- USATF shall have joint responsibility with respect to public relations efforts on a national basis, while Bidder shall have primary responsibility for regional and local public relations activities. In addition, Bidder shall identify USATF as the sanctioning body of the Championships in all materials related to the Championships, including but not limited to, all radio, television newspaper, trade publications and all advertisements, flyers and posters. Any willful or egregious action on the part of the Bidder which would constitute an act or moral turpitude in the community in which USATF resides or which would otherwise constitute public humiliation to USATF shall result in a material breach of this Agreement and USATF shall be entitled to immediately terminate the Agreement. All media releases must be coordinated with and approved by USATF communications.
- USATF and Bidder shall cooperate and consult with each other, with respect to media relations related to the Championships, including but not limited to, the content and distribution of all press releases and the planning and conduct of all press conferences. After consultation with Bidder, USATF's decision shall be final with respect to the planning, content, and distribution of all press releases and/or press conferences, whether in Host City or elsewhere.
- USATF and Bidder shall cooperate and consult with each other, with respect to the organization of all media operations for the Championships. Bidder shall ensure that adequate planning, administration, and space is allocated for services and equipment needs of all print and broadcast media (including credentialed photographers) attending the Championships. These plans shall include, but not be limited to, arrangements for the press box, interview area, photographer zones, and a mixed zone for the marshalling of Athletes for broadcast and print media interviews. Bidder shall ensure that adequate communications systems, such as phone lines, high speed internet access, and functioning power outlets, are in place as necessary and appropriate for staging a first-class sporting event.
- USATF and Bidder shall cooperate and consult with each other with respect to needs for live television broadcast or webcast. This includes but is not limited to infrastructure, power, internet, workspaces, parking, and setup schedule.
- Bidder should ensure that no broadcast or video gathering media shall be permitted to record or provide live footage without the written permission of USATF. Bidder will coordinate with USATF regarding measures to ensure all credentialed media abide by USATF's broadcast rules.
- USATF and Bidder shall cooperate and consult with each other with respect to press accreditation, the systems, procedures and guidelines for press accreditation and the parties to whom credentials are issued.

USATF will try to provide the following, at USATF's sole and absolute discretion:

- Perform monthly promotion via email and social media channels to USATF Youth Members and Youth Clubs, before any qualifying event(s) and continuing through conclusion of the Championships.
- Promote the Championships through in-market media/advertising (including but not limited to radio, print, and/or television advertising; billboards; street banners and signs).
- Pitch and place stories in local media.
- Provide Championships previews and Championships coverage on USATF Website and social media channels.

BIDDER MUST PROVIDE THE FOLLOWING:

- Descriptive plan for creating awareness and promotion of the Championships via:
 - Print advertising
 - Social media

- Electronic or digital media (radio, television, etc.)

USA Track & Field Official Sponsors, Partners, and Suppliers

For a current list of USATF Sponsors, Partners and Suppliers please review the following document found here: [USATF Sponsors, Partners, and Suppliers](#).

For questions, contact Sarah Hollis, Chief Marketing and Revenue Officer at Sarah.Hollis@usatf.org or 917.903.8583.

Business Topics

The below are business topics that USATF requires to host a successful USATF Championships:

- Formal Agreement:
 - The successful Bidder will be required to execute a formal Championships agreement.
- Rights Fee (non-refundable):
 - The successful Bidder will be required to pay a non-refundable rights fee in the amount of fifty thousand (\$50,000) dollars.
- Financial Responsibility
 - 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.
- Exposition/Food Vendor Area
 - Bidder may create an exposition area for vendors/food vendors that are preapproved by USATF. If an exposition area is created, sponsors and suppliers designated by USATF are given free space in the exposition area. Bidder will retain revenue from exposition booth rental.
- Non-merchandise concession sales
 - Revenue from non-merchandise concession sales will be retained by the Bidder.
- Sponsorships
 - 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 prior written approval of USATF. No sponsor, supplier, or vendor that is not a USATF sponsor, supplier, or vendor may be associated with the Championships, the Championships name, or the Championships Logo, and even then, only with USATF written approval.
- Promotion & Advertising
 - Bidder will be required to promote and advertise the Championships in a manner employing all customary means (print, radio, television, website, social media 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.
- Entry Fees
 - All entry fees shall be retained by the Bidder. Maximum entry fees for the Championships are established by USATF.
 - USATF has established the following maximum entry fees for the Championships:
 - Individual events - Fifteen Dollars (\$15)
 - Relays - Sixty Dollars (\$60)
 - Heptathlon/Decathlon - Thirty-One Dollars (\$31)
 - Pentathlon/Triathlon – Twenty-Seven Dollars (\$27).
- Merchandise Sales
 - USATF reserves the right to conduct all merchandising activities at the Championships or to engage a vendor to sell USATF merchandise. USATF may permit the successful bidder to obtain revenue from the creation and sale of non-championships merchandise provided such merchandise is not conflicting with any merchandise sold by USATF, and such merchandise items, vendors, and trademark usage is approved in advance by USATF. The successful Bidder shall provide to USATF, at no cost to USATF, one (1) location for merchandise sales in high-traffic areas within the facility. Bidder shall store USATF Merchandise Department pallets in a secured indoor facility before the event and transport pallets to the Merchandise location at the event site.
- Admission Fees
 - Bidder will retain revenue from admission fees and 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. Final admission fees shall be approved by USATF. Current USATF member coaches who meet the current established requirements to be on the USATF Coaches Registry, shall receive free admission.

Athletes with their competition bib shall receive free admission.

- Event Sanction:
 - Bidder agrees to obtain a USATF sanction for the Championships, regardless of whether it secures event insurance coverage through USATF.

BIDDER MUST PROVIDE THE FOLLOWING:

- A proposed Championships budget including any revenue outlets that you are interested in pursuing.
- A proposed insurance and risk management plan for the Championships. General Liability insurance is provided to the LOC when a USATF sanction is applied for and approved. Directors' and Officers', Automotive Liability, and Workers' Compensation are additional insurance coverage the LOC should consider when developing its insurance and risk management plans.

Legal*

USATF requires the following:

- After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards fulfilling the obligations and requirements contained herein and of any subsequent site-evaluation visits. Failure of Bidder to successfully complete the site and compliance reviews may result removal of Championships from Bidder.
- Upon award of the Championships, the Bidder shall execute a Bid Award Letter, which shall set forth any pre-conditions that must be satisfied in order to conduct a successful Championships. If Bidder is unable to satisfy the pre-conditions stated in the Bid Award Letter, fails to pay the contract deposit in a timely manner, or fails to execute a formal written agreement related to the conduct of the Championships within one hundred twenty (120) days of the execution of the Bid Award Letter, then USATF reserves the right to withdraw the award of the Championships and re-award them to another Bidder, pursuant to the procedures outlined in [USATF Regulation 18-F-10](#).
- In addition to this Bid Application, the Letter of Agreement, and any and all Addendums incorporated therein, and only if requested by USATF, the Bidder may execute an additional contract, which shall clarify the terms of the Letter of Agreement with respect to the Championships (“Bid Championships Contract”).
- When awarded the opportunity to host the Championships, the Bidder will have sixty (60) days following the date the Championships are awarded (as noted in the Letter of Agreement herein) to negotiate in good faith any modifications it may request. Following said sixty (60) day period, the parties acknowledge that the Letter of Agreement, including the Bid Application and any and all attached Addendums, shall constitute the full and final contract between the parties. In the event an agreement cannot be reached within said sixty (60) day period, the Bidder shall either withdraw, in writing, its Bid Application for the Championships or it will be deemed to have agreed to all of the terms and conditions of the attached Letter of Agreement, including but not limited to the Bid Application and Addendums incorporated therein.
- The USATF Championships Management Team designated to attend the site visit may obtain additional information regarding facilities upon their site visits. This information may create the need for site visit agreement documents (“Agreed To’s”) between the successful Bidder and USATF. If necessary, the successful Bidder and USATF, upon the written approval of USATF National Office, may enter into said Agreed To’s, which shall become a part of the final contract between the parties.

BIDDER MUST PROVIDE THE FOLLOWING:

- Confirm that you have reviewed the Legal Language which can be found here: [Legal Language*](#).

*Legal Language Subject to Change.

Bidder Letter of Agreement

BIDDER LETTER OF AGREEMENT

This bidder letter of agreement (“Letter of Agreement”) is entered into as of the _____ day of _____, 20_____, by _____, on behalf of _____ (“Bidder”), the entity seeking an award from USA Track & Field, Inc. to host the USATF _____ Championships (the “Championships”).

Bidder hereby represents and warrants that it has thoroughly read and reviewed the foregoing Bid Application Form and the “National Championships Bidding” information on the USATF website and all applicable USATF policies and procedures. Bidder understands the requirements for hosting the Championships and has the express authority to submit this Bid Application. In particular, Bidder understands that it 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, Bidder understands and agrees that it must comply with each and every requirement stated in this Bid Application (including any and all Addendums attached hereto, and as modified only by mutual agreement), and the Bid Championships Contract, if applicable, as well as all applicable USATF and IAAF Competition Rules and Regulations.

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 Bidder shall immediately notify USATF, in writing, of this fact. For purposes of the preceding sentence, Bidder understands that it is obligated to notify USATF, in writing, within forty-eight (48) hours, of the discovery that any aspect of the attached Bid Application has become untrue or is incapable of performance. Bidder further understands and agrees that USATF reserves the right to withdraw its award of the Championships at any time due to Bidder’s inability to fulfill the conditions and promises stated in its original Bid Application, or as modified by mutual agreements.

When awarded the opportunity to host the Championships, the successful Bidder will have sixty (60) days following the date the Championships are awarded (as noted below once this Letter of Agreement is executed by USATF) to negotiate in good faith any modifications it may request. Following said sixty (60) day period, the parties acknowledge that the Letter of Agreement, including the Bid Application and any and all attached Addendums, shall constitute the full and final contract between the parties. In the event an agreement cannot be reached within said sixty (60) day period, the successful Bidder shall either withdraw, in writing, its Bid Application for the Championships or it will be deemed to have agreed to all of the terms and conditions of this Letter of Agreement, including but not limited to the Bid Application and Addendums incorporated therein.

The Bid Application and Addendums attached to this Letter of Agreement are hereby incorporated by reference and made part hereof as if fully set forth herein.

In WITNESS WHEREOF, the Bidder herein executes this Letter of Agreement as of the date and year first written above.

EVENT ORGANIZER/BIDDER

USA TRACK & FIELD, INC.

X _____

X _____

Print Name:

Max Siegel

Title:

Chief Executive Officer

Entity Represented:

USA TRACK & FIELD, INC.

Date:

Date:

RFP Checklist Verification

Prior to electronically returning your Bid Submission to USATF, please ensure the statements below are true & accurate. Affirm the accuracy by initialing next to each statement. Failure to affirm all the requested information could impact your eligibility to be awarded this event.

_____ I/We reviewed the entire RFP.

_____ I/We informed the Association President, via email, that we are submitting a bid for this RFP.

_____ I/We answered all the questions and provided all documentation requested by USATF.

_____ I/We reviewed the legal language of this RFP.

_____ I/We will abide by applicable USATF policies and procedures.

_____ I/We believe that we can successfully execute this event.

Your Final Bid Submission must be submitted electronically to bids@usatf.org no later than **July 1, 2026**.

By your electronic submission of the bid application and signing below, I/We hereby agree that the information contained in this bid submission is true and accurate. If, for any reason, the submitted information is incorrect or insufficient documentation is provided it could impact your eligibility to be awarded this event.

Signature: _____

Date: _____

Full Name: _____

Title: _____

Entity Represented: _____

E-mail: _____

Phone Number: _____



Where Olympic & Paralympic Journeys Begin