



**CHAMPIONSHIP BID APPLICATION  
2009 USATF-SOUTHWESTERN ASSOCIATION GRAND PRIX**

**Please complete form and mail to:**  
**USATF-SW LDR Committee, P.O. Box 432, Dallas, TX 75087**  
All Applications must be received by October 31, 2009  
With questions call the USATF-SW LDR Chair at 972-249-8882

We are bidding for the following championship (check one):  
 5km       10km       15km       20km       25km       marathon       other  
 8km/5 mile       12km       10 mile       half mar.       30km

Event Name: \_\_\_\_\_  
Race Organization: \_\_\_\_\_  
Race Contact Person: \_\_\_\_\_  
Race Address: \_\_\_\_\_  
Race Telephone: \_\_\_\_\_ Race e-mail: \_\_\_\_\_  
Event Director (if different): \_\_\_\_\_  
Director Address (if different): \_\_\_\_\_  
Director Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**EVENT DETAILS**

Please complete the following questions as well as the attached questionnaire.

- USATF-SW will receive a **rights fee** of \$\_\_\_\_\_ (minimum fee is \$500 for races with 500 or fewer participants, and \$600 for races with 501 or more participants).  
*Please note: the sanction fee is additional and is based on the number of entrants.*
- **Prize funds** Attach on separate sheet give breakdown of:
  - a. individual men's and women's prize funds for open, masters and veterans  
 Will prize funds be limited to USATF- Southwestern Association athletes only?     yes     no
  - b. men's and women's team prize funds for open, masters and veterans  
 These funds must be limited to USATF-Southwestern Association member club teams only.
- Other awards (divisions): \_\_\_\_\_
- Types of **media** have been used to advertise or promote the event:  
 Newspaper\_\_\_ (Running) Magazine\_\_\_ Television\_\_\_ Radio\_\_\_ Other: \_\_\_\_\_  
 Event media contact (name/telephone): \_\_\_\_\_
- Additional comments regarding your race: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Please attach the following:
  - a sketch showing: course lay-out; elevation; start, finish, intermediate points; water stations; parking; dressing and bathroom facilities; etc. Use course certification map if available.
  - a copy of 2007/8 race application and race results summary.
  - a copy of program or newspaper coverage from previous years.

# QUESTIONNAIRE

Event Name: \_\_\_\_\_ Distance: \_\_\_\_\_

Race Organization: \_\_\_\_\_

- Are you conducting any other events in connection with this event? yes no  
If so, please describe: \_\_\_\_\_  
Race Walk division: yes no Wheelchair division: yes no
- Event site (location, city/state): \_\_\_\_\_
- Course certification (number and year): \_\_\_\_\_  
*Note: course must be USATF certified.*
- Has the race been sanctioned by USATF-SW in the past? yes no  
*Note: USATF sanction is required for Championship status*
- Date: \_\_\_\_\_ Alternate date: \_\_\_\_\_
- Start time: \_\_\_\_\_ Are you flexible: yes no
- Normal weather conditions for this time of year:  
Temperature: \_\_\_\_\_ Humidity: \_\_\_\_\_ Wind: \_\_\_\_\_
- 2009 Race Entry Fee: \_\_\_\_\_ Post Entry Fee: \_\_\_\_\_ 2008 Race Entry Fee: \_\_\_\_\_  
Special fee for USATF-SW team entries, please specify, (e.g. \$2 off regular fee for clubs pre-entering five or more members together): \_\_\_\_\_  
Will you waive entry fees for 2009 team champions at this distance?: yes no  
Will you waive entry fees for 2009 individual champions at this distance?: yes no
- Sponsor(s) committed for 2009 race: \_\_\_\_\_  
\_\_\_\_\_  
Please indicate whether sponsor is new, or the number of years they have supported your race.
- Race history. First organized in (year): \_\_\_\_\_ number of years run: \_\_\_\_\_  
Number of entrants in 2008: \_\_\_\_\_ in 2007: \_\_\_\_\_  
Course record men: name \_\_\_\_\_ time \_\_\_\_\_ year \_\_\_\_\_  
Course record women: name \_\_\_\_\_ time \_\_\_\_\_ year \_\_\_\_\_  
Other, e.g., championships held: \_\_\_\_\_
- Course Details: loop (same start/finish) \_\_\_\_\_ loop (different start/finish) \_\_\_\_\_ point to point \_\_\_\_\_  
Elevation: flat \_\_\_\_\_ rolling \_\_\_\_\_ hilly \_\_\_\_\_  
Width of start: \_\_\_\_\_ Does course narrow within a half-mile of the start? Yes \_\_\_\_\_ No \_\_\_\_\_  
By how much \_\_\_\_\_  
Is the course closed to traffic? Briefly describe this and other safety details: \_\_\_\_\_  
\_\_\_\_\_
- Medical services provided (please describe): \_\_\_\_\_
- Finish line and results will be handled by (list names of club, individual and/or finish line company): \_\_\_\_\_  
\_\_\_\_\_
- Race officials will be supplied by: \_\_\_\_\_
- Describe facilities available to athletes  
Dressing and bathroom facilities: \_\_\_\_\_  
Parking facilities: \_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

Please read and sign the following agreement:

- I/We agree to use the USATF logo and the statement “USATF-Southwestern Championship” or “USATF-SW Championship” on all promotional items issued by our event committee. This includes electronic media copy, print advertising, radio copy, outdoor signs, program and results book.
- I/We agree to provide a draft copy of the race application and a schedule of the above promotional items to the USATF-SW office at least thirty (30) days prior to usage and no less than 90 days prior to the event; a minimum of 300 race applications will be made available for distribution at least 60 days prior to the event.
- I/We agree to place the USATF logo and the statement “USATF-Southwestern Championship” or “USATF-SW Championship” on all (both sides) entry forms, event clothing (subject to prior permission) and, if feasible, on race numbers.
- I/We agree to prominently display the USATF-SW banner at all clinics, press conferences, pre and post-race functions, start line, finish line, and awards ceremony.
- I/We agree to submit a complete post-race report, including copies of printed materials, press coverage, and all results (via email or on disc) to the USATF-SW office within two weeks after the event.
- I/We agree to organize the event in accordance with USATF rules and regulations, and to abide by the USATF-SW Grand Prix Guidelines.
- I/We agree to notify USATF-Southwestern in writing of all changes from the original bid, including (but not limited to) changes in starting time, location, and course route. This should be done immediately after such changes are decided by the race director.
- I/We acknowledge that the USATF logo is a registered trademark of USA Track & Field, and that prior approval is required through USATF-SW for any and all uses of the logo.
- I/We agree to sanction the race, with the sanction forms and fee submitted to the USATF-Southwestern office at least four weeks prior to the event. If the event is self-insured, certificates of insurance naming USATF and USATF-Southwestern must be submitted to the Southwestern office at least four weeks prior to the event.
- I/We understand that 50% of the rights fee is due 60 days before the event date, and must be made payable to USATF-SW. Final payment is due within one week after the event.
- I/We certify that all of the above information and answers are true, to the best of my/our knowledge.
- I/We give permission the USTF-SW association and its agents to print the race information in publications and on organization websites.

\_\_\_\_\_  
Event Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Race Organization Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Southwestern Association Representative

\_\_\_\_\_  
Date