



MEMORANDUM

Agenda Item No. 7(M)(1)(A)

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: May 6, 2003

FROM: Steve Shiver
County Manager

SUBJECT: In-Kind Services in Support of the
2003 USA National Junior Olympics
Track and Field Championships
July 29 through August 3, 2003

RECOMMENDATION

It is recommended that the Board approve the attached resolution authorizing the provision of in-kind services from the Miami-Dade Police Department (\$17,100), Miami-Dade Fire Rescue Department (\$10,600), and the Information Technology Department (\$11,400) in support of the 2003 USA National Junior Olympics Track and Field Championships, July 29 through August 3, 2003.

BACKGROUND

The Miami-Dade Park and Recreation Department has been chosen to host the 2003 USA National Junior Olympics Track and Field Championships. The USATF contract with the County requires police services, fire rescue services and communications services and equipment in the amount of \$39,100.

On May 22, 2001, the Board adopted Resolution No. R-572-01 authorizing the Park and Recreation Department to enter into an agreement with the USATF for the 2003 USA National Junior Olympics Track and Field Championships and to establish a temporary trust fund to deposit funds and pay expenses associated with putting the event together. Funds are being raised through sponsorships, in-kind services and other fund raising efforts.

The Junior Olympics meet is the largest and most visible developmental track and field program in the world, with attendance by 7,000-9,000 competitors from throughout the United States annually. It is expected to have a \$20 million impact on the local economy.



MEMORANDUM

(Revised)

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: May 6, 2003

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 7(M)(1)(A)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved _____ Mayor

Agenda Item No. 7(M)(1)(A)

Veto _____

5-6-03

Override _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PROVISION OF IN-KIND SERVICES IN SUPPORT OF THE 2003 USA NATIONAL JUNIOR OLYMPICS TRACK AND FIELD CHAMPIONSHIPS FOR POLICE SERVICES (\$17,100), FIRE RESCUE SERVICE (\$10,600) AND COMMUNICATIONS SERVICES AND EQUIPMENT (\$11,400) FROM THE INFORMATION TECHNOLOGY DEPARTMENT, JULY 29 THROUGH AUGUST 3, 2003

WHEREAS, the 2003 USA National Junior Olympics Track and Field Championships, a prestigious Track and Field event, will be held in Miami-Dade County July 29 through August 3, 2003; and

WHEREAS, this event is expected to draw 7,000 to 9,000 participants from throughout the United States; and

WHEREAS, this event is expected to have a \$20 million impact on the Miami-Dade economy; and

WHEREAS, it is the desire of this Board to encourage amateur athletic events in Miami-Dade County which provide for the health and fitness of the community; and

WHEREAS, the Miami-Dade County Park and Recreation Department bid on and was awarded the 2003 USA National Junior Olympics Track and Field Championships; and

WHEREAS, the Board through Resolution No. R-572-01 authorized the Park and Recreation Department to enter into an agreement with the USATF for 2002 Youth Athletics Championships and the 2003 National Junior Olympic Track and Field

Championships and establish a temporary trust fund to deposit funds and pay expenses for the events; and

WHEREAS, the total estimated cost of the required police, fire rescue and communications services and equipment is \$39,100,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby authorizes the provision of in-kind services in an amount not to exceed \$17,100, from the Miami-Dade Police Department, \$10,600 from the Miami-Dade Fire Rescue Department and \$11,400 from the Information Technology Department, in support of the 2003 USA National Junior Olympics Track and Field Championships to be held July 29 through August 3, 2003.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to the vote was as follows:

Bruno A. Barreiro
Jose "Pepe" Diaz
Sally A. Heyman
Jimmy L. Morales
Dorrin D. Rolle
Katy Sorenson

Dr. Barbara M. Carey-Shuler
Betty T. Ferguson
Joe A. Martinez
Dennis C. Moss
Natacha Seijas
Rebeca Sosa

Sen. Javier D. Souto

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The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of May, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as
to form and legal sufficiency. mmc

Mariela Martinez-Cid

By: _____
Deputy Clerk

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Miami-Dade Police
Special Events Unit

2/22/2003

2003 Junior Olympics
Proposed In Kind Services Budget

OVERTIME

07/29/2003 to 08/03/2003			
Rank	Personnel	Hours	Overtime Rate = Total
Sergeants	2	60	\$52.50 \$ 3,150.00
Officers	10	168	\$40.87 \$ 6,866.16
			Sub-total \$ 10,016.16

REGULAR-DUTY			
07/29/2003 to 08/03/2003			
Rank	Personnel	Hours	Overtime Rate = Total
Sergeants	1	32	\$38.22 \$ 1,223.04
Officers	6	192	\$30.47 \$ 5,850.24
			Sub-total \$ 7,073.28

Total \$ 17,089.44

prepared by: Eric Rossman, Sergeant
2/21/2003

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**Miami-Dade Fire Rescue Department
Operations North Division
Special Events Bureau**

Event title: 2003 USA National Junior Olympics Track & Field Championships

Facility contact: **Name:** George Parrado **Phone:** (305) 223-7070 (252)

Date of event: July 29 - August 3, 2003

Brief Description of event: National Jr. Olympic Track & Field Championships

Location: Tropical Park

Proposed facility (ies): Track and other park facilities

Has facility (ies) been secured? Yes

Legal name and address of organization: Miami-Dade Park and Recreation Department
275 NW 2nd Street, Miami, FL. 33128

Event director: **Name:** Jack Kardys **Title:** Assistant Director
Phone: (305) 755-7910 **Fax:** (305) 755-7843

Major events and dates previously hosted by organization: Miami Dade Park and Recreation
Department sponsors and hosts numerous events.

Sources of funding for hosting above events: (cash, in-kind, grants, sponsorship, etc.)

Parks funding, in-kind services, grants and private sector donations and
sponsorship.

What is the overall event plan? Include schedules, etc. Schedule attached. There
will be approximately 7000 - 9000 participants.

What benefits will Miami-Dade County receive if the in-kind service is awarded? If available, please attach summary of sponsor level/benefits:

This is the largest Youth National Track and Field event in the country
involving approximately 15,000 participants, parents, coaches and officials.

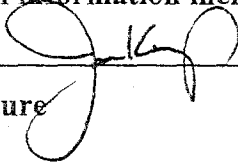
To what extent will the community be involved? Include volunteer structure, local sponsorships, government assistance, etc. Local sponsorship of goods and services; staff volunteers from several departments.

How will this event contribute to the economic growth of Miami-Dade County?

The event has a potential \$20 million impact on the local economy.

Signature/Disclaimer

We the undersigned, hereby certify that we have read and understand the Policies and Procedures for requesting sponsorship from Miami-Dade Fire Rescue Department and that all information included with our application is true and correct.


Signature

A.D. for Operations
Title

3/14/03
Date

Miami-Dade Fire Rescue Department
Special Events Bureau
Off Regular Duty Services Application

Event Information

Date of Request: January 30, 2003 Application: _____

Name of Organization: Miami-Dade Park and Recreation Department

Address: 275 NW 2nd Street Miami FL 33128
City State Zip code

Phone: (305) 223-7070 Ext 252 Fax # (305) 552-8770

Type of Event: USATF National Junior Olympics Estimated Attendance: 15,000

Site Address: Tropical Park 7900 SW 40 Street (Bird Road)

Site Contact Person: George Parrado Phone: (305) 223-7070 Ext 252

Date Service: From: July 29, 2003 To: August 3, 2003

Hours of Operation: From: Varies To: _____

Billing Information

Company/ Person Name _____

Address: _____ Federal I.D.# _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Type of Service Requested

Please Check Appropriate Box

- | | |
|---|---|
| <input type="checkbox"/> Firewatch | <input checked="" type="checkbox"/> Rescue Stand -By |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Movie Shoots |
| <input type="checkbox"/> Code Requirements | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Fair/Festival | <input checked="" type="checkbox"/> Sporting Events |
| <input type="checkbox"/> Use of Flammable | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Cooking Tents | <input type="checkbox"/> Display |
| <input type="checkbox"/> Fireworks, Explosive | <input type="checkbox"/> Other (Specify) <u>Track Meet - 6 Days</u> |

See Reverse Side For Additional Important Information

9300 N.W. 41 Street
 Miami, Florida 33178
 (786) 331-5000 (786) 331-4435

Invoice
 Number: _____

Control
 Number: _____

Name: MIAMI-DADE PARKS & RECREATION
 Billing Address: 275 NW 2 STREET
 City: MIAMI State: FL Zip Code: 33128
 Phone Number: 305-223-7070 EXT 252 Fax Number: 305-552-8770

PERSONNEL

Rank/Title	Hourly Rate	Overtime Rate	Quantity	Event Hrs.	Total
Chief Fire Officer	\$32.50				\$
Captain	\$28.50				\$
Lieutenant	\$24.50	55.00	1	65	\$ 3575.00
Fire Prevention Inspector	\$24.50				\$
Fire Fighter	\$24.75	50.00	2	65	\$ 6,500.00
Civilian (Overtime Only)					
Personnel Total					\$ 10,075.00

EQUIPMENT

Type	Hourly Rate	Quantity	Event Hrs.	Total
Pumper	\$100.00			\$
QRV/TRT	\$65.00			\$
Rescue Truck	\$50.00	1	60	\$
Rescue Cart	\$35.00	1	60	\$
Bicycle Unit	\$35.00			\$
Equipment Total				\$ 0
Personnel Total				\$ 10,075
5% Administrative Fee				504.00
Total Event Estimate				\$ 10,579.00

Make all checks payable to: Board of County Commissioners

NOTE: The above costs are an estimate only for your event. Any permit (tents, stages, etc) related inspection costs will be borne by the vendor. Required permit inspections must be completed before occupying or use. After hours or weekend inspections will be billed at the rate of \$50.00 per hour, minimum 4-hour charge.

PARAMEDIC REPORT TIMES :

TUES.	JULY 29th	7 AM → 5 PM	10 HRS
WED.	JULY 30th	7 AM → 9 PM	14 HRS
THUR.	JULY 31st	7 AM → 6 PM	11 HRS
FRI.	AUGUST 1st	7 AM → 5 PM	10 HRS
SAT.	AUGUST 2nd	7 AM → 6 PM	11 HRS
SUN.	AUGUST 3rd	8 AM → 5 PM	9 HRS

TOTAL 65 HRS

1 LT. PARAMEDIC
2 F/F PARAMEDICS

Faragalli, Frank (Park Rec.)

From: Rowe, Rudy (Park & Rec)
Sent: Monday, March 17, 2003 1:27 PM
To: Faragalli, Frank (Park & Rec.)
Subject: FW: 2003 Junior Olympics Organizing Committee

The following is the Telecommunications Budget Projections for 2003 Junior Olympics:

65 (800 MHz) radios @ \$100 ea = \$6500
20 BellSouth lines @ \$120 ea = \$2400
1 BellSouth DSL line @ \$350
3 Telephone set @ 50ea = \$ 150
Telecom Labor approx \$2000

Total: \$11,400

Rudy Rowe

Telecommunications Coordinator

305 755 7839 (office)

305 276 9782 (pager)

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 6(L)(1)(D)
5-22-01

RESOLUTION NO. R-572-01

OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
DADE COUNTY, FLORIDA

RESOLUTION RETROACTIVELY APPROVING THE PARK AND RECREATION DEPARTMENT'S APPLICATIONS AND EXECUTION OF BID AWARD LETTER AGREEMENTS AND AUTHORIZING THE DEPARTMENT TO ENTER INTO AGREEMENTS WITH USA TRACK AND FIELD, INC. AND TO ESTABLISH A TEMPORARY TRUST FUND TO DEPOSIT FUNDS FOR AND PAY EXPENSES ASSOCIATED WITH HOSTING THE 2002 NATIONAL YOUTH ATHLETIC CHAMPIONSHIPS FROM JULY 2-7, 2002 AND THE 2003 NATIONAL JUNIOR OLYMPICS TRACK AND FIELD CHAMPIONSHIPS FROM JULY 22-27, 2003, AND WAIVING THE PROVISIONS OF SECTION 4.03 OF THE HOME RULE CHARTER AND ADMINISTRATIVE ORDER 3-2 FOR EXPENDITURE OF SUCH FUNDS, AND AUTHORIZING THE COUNTY MANAGER TO APPLY FOR, RECEIVE, EXPEND, AND AMEND GRANTS FOR THE PURPOSE OF DEFRAYING COSTS ASSOCIATED WITH HOSTING THESE EVENTS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board retroactively approve the Park and Recreation Department's applications and execution of Bid Award Letter Agreements to host, and authorizes the department to enter into two agreements substantially in the format attached and to execute all necessary agreements with USA Track and Field, Inc. or other entity, to host the 2002 National Youth Athletic Championships and the 2003 National Junior Olympic Track and Field Championships; to establish a temporary Trust Fund to raise funds for and pay expenses associated with hosting these events to be held July 2-7, 2002 and July 22-27, 2003, said trust fund to be administered by the Park and Recreation Department, supervised by the Miami-Dade County Finance Department, and closed no later than September 30, 2004; to apply for, receive, expend, and amend grants to help defray costs to underwrite

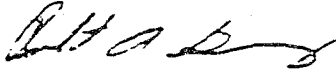
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MEMORANDUM

TO: Hon. Chairperson and Members
Board of County Commissioners

DATE: May 22, 2001

SUBJECT: Agenda Item No. 6(L)(1)(D)

FROM: 
Robert A. Ginsburg
County Attorney

Please note any items checked.

- "4-Day Rule" (Applicable if raised)
- 6 weeks required between first reading and public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of private business sector impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires a detailed County Manager's report for public hearing
- "Sunset" provision required
- Legislative findings necessary

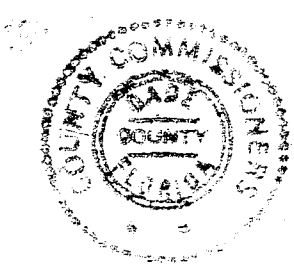
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expenses associated with these events, and authorizes the waiver of Section 4.03 of the Home Rule Charter and Administrative Order 3-2 for all expenditures of said funds.

The foregoing resolution was offered by Commissioner ~~Natacha Seijas~~ who moved its adoption. The motion was seconded by Commissioner ~~Gwen Margolis~~ and upon being put to the vote was as follows:

Dr. Miriam Alonso	absent	Bruno A. Barreiro	aye
Dr. Barbara M. Carey-Shuler	aye	Betty T. Ferguson	absent
Gwen Margolis	aye	Joe A. Martinez	aye
Jimmy L. Morales	aye	Dennis C. Moss	absent
Dorrin D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Javier D. Scuto	aye


The Chairperson thereupon declared the resolution duly passed and adopted this 22nd day of May, 2001. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

By: **KAY SULLIVAN**
Deputy Clerk

Approved by County Attorney as
To form and legal sufficiency. 

Memorandum

Agenda Item No. 6(L)(1)(D)

To: Honorable Chairperson and Members
Board of County Commissioners

Date: May 22, 2001

From: Steve Shiver
County Manager

Subject: Authorizing Park and Recreation Department to enter into an Agreement with USA Track and Field, Inc.; establish a temporary Trust Fund; and authorizing the County Manager to apply for, receive, expend, and amend grants

RECOMMENDATION

It is recommended that the Board of County Commissioners retroactively approve the Park and Recreation Department's application to USA Track and Field, Inc (USATF) to host the 2002 National Youth Athletic Championships and the 2003 National Junior Olympics Track and Field Championships (the Events), and to establish a temporary Trust Fund to raise funds for and pay expenses associated with hosting the 2002 National Youth Athletic Championships from July 2-7, 2002, and the 2003 National Junior Olympics Track and Field Championships from July 22-27, 2003. It is also recommended that this Board retroactively approve the execution by the Park and Recreation Department of the two Bid Award Letter Agreements attached hereto and incorporated by reference and grant authority to the Park and Recreation Department to execute all necessary agreements with the USATF or other entity necessary for the hosting of the Events. It is further recommended that the Board authorize the County Manager to apply for, receive, expend, and amend grants for the purpose of defraying the County's costs associated with hosting the Events. All agreements executed by the Park and Recreation Department under authority granted herein will be presented to the Board for retroactive ratification. It is further recommended that the Board waive the competitive bidding requirements of Section 4.03 of the Home Rule Charter and Administrative Order 3-2 for allowable expenditures from the temporary Trust Fund.

BACKGROUND

The USA Track and Field Championships and the National Junior Olympics are part of a national championship series consisting of primary meets, Association Championships, Regional Championships, and a National Championship held each year at a pre-designated venue within the United States.

The USA Track and Field National Youth Athletic Track and Field Championships are an annual national championship with open entry for youth between the ages of 7-18. The event is a club-oriented championship, with team

championships awarded in every age division. The USATF National Junior Olympic Track and Field Championships is the largest and most visible athletic development program in the world. The selection for the United States World Youth Athletic Championship Team is based primarily on performances at the National Junior Olympics and the National Youth Athletic Championships. In October 2000, the department presented a proposal to host these events in 2002 and 2003 at the annual USATF meeting. The Parks Department was notified in December 2000 that their proposal to host these events was accepted. Subsequently, the department signed an acceptance notification agreement acknowledging the award.

In addition to providing a superb amateur athletic event exclusively for youth from the United States, these two events will provide exceptional economic value for the Greater Miami area. The Junior Olympics meet traditionally draws 6000 to 9000 competitors and the Youth Athletic Championships attracts 2500 to 4000 athletes. Along with their families, coaches, officials and sponsors, USA Track and Field, Inc. has documented regional economic impacts of \$9 million for the Youth Athletic Championships and \$18 million for the Junior Olympics.

In order to offset the anticipated expenses, (attached) associated with putting these events together, funds will be raised through sponsorships, in-kind services, and other fundraising efforts. The department has two excellent venues at Tropical Park and Tamiami Park to host these events and does not anticipate the need to make capital improvements associated with the events at either facility. Currently, these efforts include grant applications under consideration by the State Legislature. All preparation for the events will take place in compliance with applicable rules and regulations including Article 6.

The establishment of a temporary Trust Fund will enable the Park and Recreation Department, as the host coordinator of the event, to deposit event funds and pay for all related expenses, such as catering, entertaining, accommodations, and in-County transportation. The Board of County Commissioners has authorized the establishment of similar accounts in the past.

The Miami-Dade County Finance Department concurs with the establishment of a temporary Trust Fund for the USATF National Youth Athletic Championships and USATF National Junior Olympic Championships and will supervise the account. The temporary Trust Fund will be closed by September 30, 2004, after sufficient time to complete payment for all event related expenses. To this end, it is in the best interest of the County to waive the competitive bidding requirements of Section 4.03 of the Home Rule Charter and Administrative Order 3-2 for all expenditures from the temporary Trust Fund in order to facilitate and expedite the planning and implementation of these events.

Attachment



USA Track & Field • The National Governing Body for Track & Field, Long Distance Running and Race Walking

President
Bill Roe

Vice President
Dee Jensen

Secretary
Darlene Hickman

Treasurer
Ed Koch

CEO
Craig Masback

BID AWARD LETTER AGREEMENT

I, Robin Beamon, on behalf of The Miami-Dade Park & Recreation Department

("LOC"), the winner of the bid to conduct the 2002 National Youth Athletics Championships to be held on July 2 - 7, 2002 (The "Championships"), hereby agree as follows:

1. The award of the bid to conduct the Championships is expressly conditioned upon the LOC's ability to meet the following criteria by the date(s) indicated:
 - a. Payment of the rights fee to USA Track & Field, Inc. (USATF) in the amount of \$2,500, on or before April 9, 2001.
 - b. Compliance with representations, obligations and commitments outlined in the bid application dated October 26, 2000 seeking the award for the conduct of the 2002 National Youth Athletics Championships.
 - c. Complete and full compliance with the "agreed to" items contained in the "on-site evaluation" report signed by both the LOC and USATF, which was prepared in conjunction with the on site evaluation conducted on November 3, 2000.
2. The LOC shall enter into good faith negotiations with USATF and shall execute a contract to host the Championships, within one hundred and twenty (120) days from the date of the Bid Award Letter Agreement. LOC understands and agrees that unless and until a contract to host the championships is executed in writing after such negotiations, LOC has no express or implied contractual rights with respect to the Championships. In the event that a contract is not executed between the LOC and USATF within said one hundred and twenty (120) day period, then all rights to the Championships shall immediately revert back to USATF which shall have sole authority and discretion to award the Championships to another party.
3. LOC understands and agrees that all USATF's present and future national sponsors shall be given a right of first refusal with respect to all

A:\JOTF03.LTK March 8, 2001

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One RCA Dome, Suite 140 • Indianapolis, Indiana 46225 • 317.261.0500 • 317.261.0481 fax • www.usatf.org

Follow the World's #1 Track & Field Team on The Road to Edmonton, the 2001 World Track & Field Championships

business and sponsorship opportunities related to the Championships, in the relevant sponsorship category. LOC shall not enter into any written or verbal agreements with respect to local sponsorships, marketing, promotion or broadcast rights, without express written approval of the President or Chief Executive Officer of USATF. LOC shall disclose the names of all potential local sponsors and/or business relationships to USATF prior to concluding any agreements.

4. LOC understands and agrees that its budget for the conduct of the Championships must be approved in advance by USATF.
5. LOC understands and agrees that it must carry adequate insurance to cover all potential risks associated with the conduct of the Championships. LOC's failure to secure adequate insurance coverage for the Championships, within ninety (90) days of the start of the event, shall result in all rights related to the Championships reverting back to USATF. In said event, USATF shall have sole authority and discretion to move the Championships to another site.
6. LOC agrees to obtain a USATF sanction for the Championships.

AGREED & ACCEPTED

By: Robin Beamon

Name: Robin Beamon
Title: Prog. Coordinator
LOC: Miami-Dade Pk & Rec Dept

USA TRACK & FIELD, INC.

By: Bill Roe

Bill Roe
President

By: Craig A. Masback

Craig A. Masback
Chief Executive Officer

By: Kim L. Haine

Kim L. Haine
Sport Committee Chair

Date: 12-02-00

**2002 USATF National Youth Athletics Track & Field
Championships Anticipated Expenditure/Revenue
Draft**

Bid Application & Rights Fee	7,500.00
Site Selection Committee Visits	5,000.00
Meet Mgmt Staff (USATF) (airfare/hotel/meals)	25,000.00
Registration Supplies (office/computer)	3,000.00
Sanction Fees	1,000.00
Program Printing	10,000.00
Pre-Meet Meals (pkg. Pick-up)	500.00
Facility Equipment upgrades/purchases	15,000.00
Competition Supplies (pins/numbers)	1,500.00
Transportation (buses/vans)	10,000.00
Rental Vehicles (USATF Staff)	3,500.00
Officials Hospitality/Meals	7,500.00
Officials Housing (USATF Staff)	10,000.00
Timing Equipment	5,000.00
Results	3,500.00
Office Equipment Rental (faxes/copiers/computers)	3,000.00
Officials Uniforms/Bags	7,000.00
MDPR Support Staff	10,000.00
Security (MDPR)	10,000.00
Trailer Rentals/Tents	10,000.00
Resale Merchandise	15,000.00
Promotions	10,000.00

TOTAL ANTICIPATED EXPENDITURES: 173,000.00

ALL PAGES OF THIS FORM IN ITS ORIGINAL AND UNALTERED FORMAT MUST BE SUBMITTED FOR BIDDER TO RECEIVE CONSIDERATION. PLEASE COMPLETE ALL INFORMATION AND SIGN WHERE INDICATED. THIS DOCUMENT MAY NOT BE CHANGED.

A. BID PROCESS

The 2002 National Youth Athletics Track and Field Championships meet (the "Championships") will be awarded at the next Annual Meeting of USA Track & Field (USATF). Site Selection will be made from among those fully and properly completed bid proposal packages submitted to USATF, with a refundable bid application fee payable to USA Track & Field in the amount of \$5,000.00. Finalists will be recommended by the site evaluation committee selected by the Youth Athletics Committee and will be awarded by a majority vote of the Youth Athletics delegates present at the session of the Annual Meeting at which the vote is taken. The bid application fees of losing Bidders will be refunded. The winning Bidder's application fee will be retained as a contract deposit and may be applied by USATF to remedy Bidder's unfulfilled obligations with respect to the conduct of the Championships. The unapplied portion the winning Bidder's contract deposit may be refunded as provided herein. Upon final award of the Championships, the winning Bidder will be required to pay a rights fee in the amount of \$2,500.00, in addition to the contract deposit.

B. CHAMPIONSHIPS MANAGEMENT TEAM

USATF values the contributions that women and minorities have made at every level of our sport. USATF is committed to the inclusion and advancement of opportunities for women and minorities in a manner that reflects and pays tribute to the diversity of USATF's athlete population. In reviewing bid proposals to host USATF championship events, those bids that evidence the inclusion of diverse segments of the population on the event management team will be given preferential consideration.

Please provide the following information about the bidding entity and proposed Championship management team:

1. Resumes of Championships management team. Please provide a gender, racial and ethnic diversity breakdown of the proposed Championships management team.
2. Detailed description of any past experience organizing or working with a major sporting event, with special emphasis on track & field events.
3. Breakdown of how responsibilities of Championships management team will be divided.
4. Describe the amount and source of financial resources Bidder will be relying upon to conduct Championships.
5. Provide a proposed budget for the Championships.

GENERAL INFORMATION REQUESTED (Please attach)

1. List of hotels/motels, approximate number of rooms available and cost. Dates during which rooms will be blocked; number of rooms blocked; representation from Hotel(s). Note: Approximately 3,000 competitors, in addition to officials, families and out-of-town spectators are anticipated. Room blocks must be held until seven (7) days prior to start of the Championships at the negotiated room rate.
2. If dormitories are to be used, provide description of dormitory facilities and meal plans available, if any. List number of rooms and cost of package.
3. Description of dining facilities and/or eating establishments near the proposed site and hotel(s), as well as their hours of operation. (6am opening preferred).
4. Description of transportation arrangements between airport and housing, and to and from housing and proposed site.
5. Description of parking arrangements and costs, if any, for use thereof.
6. Description of location and facilities to be used for athlete packet pick-up.
7. Detailed description of anticipated weather conditions during hours of competition, including a particulate count pollution report from the weather bureau for competition dates.
8. Complete medical questionnaire attached. (See Addendum A)

Track and field certification that facility meets USATF and IAAF specifications. (Bidders proposing the use of Mondo surfaced tracks will be given special consideration.)

D. FACILITIES AND EQUIPMENT

Bidder shall provide the following facilities and equipment and will comply with the requirements specified below, all of which are necessary to conduct the Championships, and all of which must comply with the applicable USATF and IAAF rules and/or regulations:

1. The Championships must be contested on a 400m track having no fewer than eight lanes, and with a common finish line and a raised inner curb, in compliance with USATF Competition Rule 62.3(a).
 2. All measurements shall be made in accordance with USATF Competition Rule 63.
 3. Three (3) high jump pits must be provided. The third high jump pit must be on-site, when the multi-events begin, and be positioned to be set-up within 15 minutes or less.
 4. Two (2) multi-directional long jump pits and two (2) multi-directional pole vault pits must be provided for the Multi-events.
 5. Commercial grade extenders for high jump and pole vault must be provided.
 6. Please attach diagrams or photographs of track facilities, throwing areas and clerking areas.
- All throwing implements for the discus, javelin and shot put must be provided and be of competition-quality. Minimum number of throwing implements are: Discus 16 – 8 each for boys and girls; Javelin 18 – 9 each for boys and girls (3 short, 3 medium, and 3 long for each); Shot put - 6-6 lb. shots, 6-9 kilo shots, 6-12 lb. shots.

Minimum of six (6) air blowers and squeegees must be available for clearing the track after rain.

Minimum of six (6) wind gauges must be provided.

Hurdles with counter balance, sufficient for an eight (8) competitor field, must be provided.

Sign board indicators, preferably electronic, for all field events must be provided.

Bidder shall provide a running event check-in tent that is a minimum of 10'x20'; a running event holding tent that is a minimum of 30' x 60'; a running event hiping tent that is a minimum of 30'x60'; and a field event check-in tent that is a minimum of 20'x20'

Subject to USATF's ability to assist Bidder through national sponsor value in-kind (VIK) opportunities, tenting for shade must be provided at each field event area for athlete use.

The finish line recording system, which satisfies USATF Competition Rule 38, must include two fully automatic independent timing devices, one on each side of the track at the finish line, and shall be digital imaging equipment. Each device must have two cameras, one of which is color.

Bidder agrees to use a meet operations computer software program approved by USATF. Bidder is financially responsible for providing all computers and operators, all of which must be approved by USATF. Indicate availability of hand held computers to interface with Hy-Tek or other approved computer results system. (See Addendum E)

Adequate electronic back-up timing systems (three timers for every runner in multi-events) must be provided.

Bidder must provide adequate space and climatization for computer operations, results/press information staff, and results booklet production, as detailed in Addendum D. Bidder shall provide the personnel to produce the results booklets.

Adequate press facilities shall be provided by Bidder. Bidder shall consult and cooperate with USATF with respect to press accreditation and the organization of all media operations.

Subject to USATF's ability to assist Bidder through national sponsor VIK opportunities, Bidder shall provide the following equipment for results/computer seeding/press information:

copier with RDH, Finisher -- plus paper (20 cartons/100,000 sheets 8 1/2 x 11 white) and supplies (toner, developer and fuser).

2 high-speed copiers capable of collating and stapling -- plus paper (2 cartons/20,000, sheets 8 1/2 x 11 white) and supplies (toner and developer).

6 facsimile machines with necessary supplies (toner, paper, etc.).

3 computers, with appropriate software including 3 laser printers -- one computer should have modem and dedicated phone line.

Six direct-line telephones, plus minimum of six fax lines.

- Bidder shall provide 26 walkie-talkies, 10 cellular telephones, 3 portable P.A. Systems, and 2 bullhorns, for communications with respect to meet management, for use by the National Youth Committee and/or clerking and awards, announcers, computer operations and results/press information offices, registration, clerking, referees, protest table, awards, start and finish lines, meet director, Youth Athletics Chair and Director of Grass Roots Programs.

E. SAFETY PRECAUTIONS

Bidder shall ensure the safety of all competitors, officials and spectators, including, without limitation, the installation of wings, covered cages and other precautions to keep spectators and competitors out of danger. The sector lines and holding areas for all field events must be either fenced or flagged for safety purposes.

2. Bidder shall develop and submit a detailed emergency evacuation plan, for USATF approval.
3. Bidder shall prepare a waiver of liability form to be completed by all competitors, for USATF approval.
4. Bidder shall provide a description of its fluid plan and restroom facilities for spectators, athletes and officials.
5. Bidder must provide ice chests with fluids, in the seeding and results areas, which must be replenished throughout the competition.
6. Bidder must provide 30 towels daily for Officials' use.

F. FINANCIAL OBLIGATIONS

1. Upon acceptance of the bid by the Youth Athletics Committee, a rights fee in the form of a \$2,500.00 certified check made payable to USA Track & Field, shall be deposited with the Chief Financial Officer of USATF, with a copy of the check going to the Youth Athletics Committee Secretary. This payment is in addition to the \$5,000.00 application fee posted at the time of submission of the Bid. The winning Bidder's application fee will be retained by USATF as a contract deposit, and may be applied by USATF to remedy unfulfilled obligations of the Bidder, with respect to the conduct of the Championships. The unapplied balance of the contract deposit will be returned to Bidder. A decision with respect to the return of the contract deposit shall be made after USATF's audit of Bidder's Championships Financial Report. Any dispute with respect to the disposition of the \$5,000.00 application or contract deposit shall be resolved by informal mediation between Bidder and the Youth Athletics Committee Chair. If such mediation is unsuccessful after ninety (90) days, then the dispute shall be resolved as provided in the contract between Bidder and USATF.
2. Upon acceptance of the bid by Bidder, Bidder agrees to assume all financial responsibility for the conduct of the Championships.
3. Within sixty (60) days after the completion of the Championships, a complete financial report shall be submitted to USATF's Chief Financial Officer and the Youth Athletics Committee secretary. In the event that the financial report is not filed in a timely manner, Bidder's contract deposit will be forfeited in its entirety.

G. GENERAL MANAGEMENT OF CHAMPIONSHIPS

1. The *Competition Rules* of USATF shall govern the conduct of the Championships.
2. The President or Chief Executive Officer of USATF, in consultation with the Youth Athletics Committee Chair, shall be the final authority on all decisions concerning the conduct of the Championships. All Championship competition issues shall be the purview of the Youth Athletics Chair. All business issues shall be the purview of the USATF President and CEO. The President, CEO and/or Youth Athletics Committee Chair may designate a person or persons to exercise decision making authority on his or her behalf.
3. A current USATF coach membership card will serve as the coaches pass for free admission to the Championships. The Bidder will establish a method to verify all coaches passes upon entry to the facility.
4. The entry form shall specify late fees of \$10 to be charged by Bidder for processing incomplete entries. (i.e. missing birth certificates, verification of age etc.) The information booklet shall specify fees of \$5.00 to be charged for lost race numbers and, if applicable, admission and parking. It shall also state the policy on coolers and tents in the stadium and spike requirements.

5. Bid shall provide a draft of Youth Athletics Passport booklet (which includes meet schedule, and specific information exemplified by previous year's booklet) for review by the Youth Athletics Committee Chair, Youth Athletics Committee Secretary and National Office no later than February 15, 2002. Championships logo shall be approved in writing by the USATF CEO before any usage or distribution is made. All print advertising sold in the information booklet, as well as the Meet Program, must also be approved in writing by the CEO.
 6. Bidder shall utilize USATF certified officials to officiate for the Championships. Officials shall be selected as provided in USATF Regulation 4 (H).
 7. Bidder shall establish an officials and event staff hospitality area on the perimeter of the track where food, fluids and fruit are available throughout the competition.
 8. A plan for replenishment must be developed and a method of delivering water to officials who can not leave their positions must be implemented. (Please provide copy). During the Championships, bottled water must be made continuously available to all working officials.
 9. The national competition schedule as provided at USATF's Annual Meeting the year before event is hosted shall be used.
 10. Opening Ceremonies are not required. If, however, such Ceremonies are planned, they must be held on the evening prior to commencement of track and field events.
 11. Formal medal presentation with awards stand and public address system must be provided by Bidder during the competition. Pursuant to the procedures outlined in USATF Competition Rule 245 (5), individual awards will be furnished by USA Track & Field for the competitors finishing in the top eight (8) places. If this is a Team Championship, Bidder shall provide team plaques for the first three (3) places in each age group. These plaques shall be 16" in size and have a gold, silver or bronze plate depending.
- Bidder shall ensure that adequate medical services are available for the duration of the Championships. (Please complete Addendum A.) A minimum of ten (10) trainers must be on-site at all times to cover the entire track and field facility including the throwing areas and clerking areas. Vehicles for transporting injured athletes from competition or warm-up areas to the medical tent must be provided. USATF's decision on the adequacy of medical services shall be final.
13. Bidder shall obtain a USATF sanction for the Championships and shall have in place comprehensive general liability insurance with an insurance company or companies acceptable to USATF, which shall provide liability coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence and Ten Million Dollars (\$10,000,000) aggregate. Bidder shall secure adequate additional insurance coverage extending to automotive, worker's compensation and directors and officers liability. Bidder shall indemnify USATF against liability for claims or losses resulting from Bidder's uninsured acts or omissions.

H. OTHER OBLIGATIONS

1. Bidder agrees to complete and/or abide by the Policy Stipulations set forth in the Addenda attached hereto, each of which form an integral part of this Bid Proposal Packet.
2. Bidder shall provide transportation to and from their respective home city, the airport and the hotel, the hotel and competition facilities as well as meals and individual hotel rooms -- inclusive of one day before and one day after the Championships -- for up to 23 meet management and technical staff as designated by USATF. In addition, Bidder shall provide transportation between the airport and the hotel, the hotel and the competition facility, meals and individual hotel rooms for up to 16 other meet management personnel designated by USATF.

Bidder shall provide transportation to and from the hotel, the track, the fields, and practice track, if any, for the Committee representatives, officials, competitors and coaches one day prior to and during the Championships. Five (5) seven-passenger vans shall be provided for use by the Youth Athletics Committee. Two full-size rental cars

shall be provided for the use of the USATF National Office Staff. Arrangements shall be made so that personal credit cards are not required to secure vehicles.

4. A suite (minimum two bedrooms parlor) must be provided to Youth Athletic Committee representatives two days prior through one day after the Championships. for meeting purposes.
5. Bidder will be responsible for all expenses associated with one pre-selection site visit by up to six (6) USATF staff and Youth Committee representatives. In addition. Bidder shall be responsible for the expenses associated with up to two (2) follow-up site visits. by no more than six (6) persons prior to the Championships. which may include USATF National Office staff.
5. Bidder shall send a management team to the 2001 Youth Athletics National Championships as observers of all aspects of meet management. The management team should arrive no later than Monday of Championships week.
7. Bidder shall coordinate the promotion of the Championships with USATF. understanding that all broadcast rights are reserved to USATF. and shall endeavor to obtain local exposure for the event through print and broadcast advertising. as well as public relations efforts. All local promotion efforts must be approved in writing and in advance by USATF.
8. Bidder acknowledges that USATF sponsors, suppliers, licensees and approved vendors have a preferred right, pursuant to existing contractual agreements, to be associated with the Championships in certain product categories, and Bidder agrees to facilitate the exercise of such rights. Bidder agrees to seek to first contract with USATF sponsors, suppliers, licensees or vendors, to provide all facilities, equipment, supplies, and services directly or indirectly used for, during or in connection with the Championships. Bidder agrees to work with USATF's Marketing Department to facilitate contact with said sponsors, suppliers, licensees and vendors, and to obtain written approval from USATF to negotiate with third parties who are not USATF sponsors, suppliers, licensees or vendors. In addition, USATF sponsors, suppliers, licensees and vendors shall be given the first option on booth/tent space in prime locations at the Championships; which in the case of USATF sponsors or suppliers shall be in prime locations and free of charge. Any USATF licensees selling USATF logo products will contract separately with Bidder at terms comparable to those offered 3rd party vendors. Bidder agrees to work with the USATF Marketing Department to arrange booth and/or tent space for said sponsors, suppliers and/or licensees. (See Addendum F for current list of sponsors and product categories.)
9. Bidder must submit its Expo layout plan and proposed Expo exhibitor and concessionaire list to USATF for approval. prior to entering into or finalizing contracts for a Championships Expo site.
10. Subject to any contractual restrictions imposed by USATF national sponsors and/or suppliers. Bidder may, in conjunction with USATF, create and sell Championships merchandise. All Championships merchandise shall include the USATF mark. USATF hereby grants to Bidder a non-exclusive event merchandise license, subject to the limitations outlined below, to use the USATF marks in connection with: (i) the manufacture, sale, and distribution of Championships-related merchandise. and (ii) the sale and distribution of merchandise bearing the USATF marks. which is provided to Bidder on consignment. Bidder shall obtain USATF's prior written approval of:
 - a) The design and construction of the merchandise;
 - b) The retail price structure of the merchandise;
 - c) The vendor/consignee revenue split; and
 - d) The positioning and/or placement of the merchandise at the Championships.

Bidder shall pay USATF a royalty of ten percent (10%) of the retail selling price on all Championships merchandise that it sells in connection with the Championships.

11. Bidder shall provide free Championship program advertisements to USATF. its sponsors. and licensees.

I. BID AWARD LETTER AND FORMAL CONTRACT

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. Failure of Bidder to successfully complete the site and compliance reviews may result in forfeiture of the application fee /contract deposit and/or removal of Championships from Bidder, or all three.

2. Upon award of the bid, Bidder shall execute a Bid Award Letter, in the form attached as Addendum G, 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 application or rights fee 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 4 (F)(10).

J. BID WITHDRAWAL

1. Bid withdrawal notices must be made in writing by the Bidder and sent to the CEO, the USATF Youth Athletics Chair and the USATF Director of Grass Roots Programs & Planning. Once a proposal has been officially withdrawn, the Bidder cannot resubmit a proposal for a similar competition within the same year. The bid application fee deposit will be forfeited, if notification of Bidder's withdrawal of the bid is received subsequent to the Youth Athletics Committee's approval of bid, and USATF's acceptance thereof.

THIS DOCUMENT IS REQUIRED TO BE SENT BY REGISTERED MAIL WITH A RETURN RECEIPT REQUESTED, OR A CERTIFIED RECEIPT TO THE NATIONAL YOUTH ATHLETICS CHAIR NO LATER THAN OCTOBER 30 - COPIES MUST BE SENT TO THE YOUTH ATHLETICS SECRETARY AND THE DIRECTOR OF GRASS ROOTS PROGRAMS AND PLANNING VIA REGULAR MAIL.

Youth Athletics Chair
Kim L. Haines
P.O. Box 416
Seeley Lake, MT 59868

Youth Athletics Secretary
Cheryl Gray
2004 Jena Street
New Orleans, LA 70115

Director of Grass Roots Programs & Planning
Mark Springer
USA Track & Field
One RCA Dome, Suite 140
Indianapolis, IN 46225

Bid Approved by Youth Athletics Committee:

re: _____, 200_____

Kim L. Haines
Youth Athletics Chair

Cheryl Gray
Youth Athletics Secretary

Bid Accepted on Behalf of USA Track & Field

Date: _____, 200_____

President

Craig A. Masback
Chief Executive Officer

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Addendum B
USATF MARKETING AND SPONSORSHIP POLICY STIPULATIONS

order to assure compliance with USATF's contractual commitments, and its policies with respect to use of its name and/or logo or other protected marks; the Bidder agrees to adhere to the following Policy Stipulations:

1. **Sponsorship:** In the event that Bidder desires to obtain local financial support for the Championships, it must obtain USATF's prior written approval for any contemplated agreement. Bidder understands that only USATF National Sponsors or Youth Athletics sponsors may be event sponsors. Only USATF National Sponsors or Youth Athletics sponsors may have in-stadium signage, and only with the prior express written approval of the USATF. Bidder agrees that it will not sign any marketing/sponsorship agreement without the prior review and approval of USATF. Failure to follow this policy will result in the removal of the right to host the Championships and/or the forfeiture of the contract deposit.
2. **Official Airline:** Bidder may, with the prior written consent of USATF, enter into an agreement with an airline carrier naming it as the Official Airline for the Championships, subject to the following conditions:
 - a) Said agreement must be submitted to USATF's National Office for approval prior to execution.
 - b) Said agreement will be between the Bidder and the carrier; neither are authorized to make a commitment on behalf of USA Track & Field.
 - c) Any such agreement must stipulate the minimum discounts effective industry-wide at the time (currently 5% off first class or lowest available coach fares, and 10% off full fare coach).
 - d) All benefits and perquisites accruing from the contract (i.e. complimentary tickets) will belong to the Bidder.
 - e) In the event that the Bidder has not consummated an official airline carrier agreement on or before January 30 of the competition year, USATF's National Office reserves the right to enter into such agreement(s) on its own initiative - in which instance all benefits and perquisites involved will be retained by the National Office.
3. **Official Travel Agency:** The Bidder may name an Official Travel Agency; however:
 - a) In the event of such appointment, said entity may not be referenced as the Official Travel Agency of the Championships.
 - b) In the event of such appointment, said travel agency may not be designated as the Official Travel Agency in connection with any designated Official Airline. (Any individual or organization [i.e. USATF member club] may make their own reservations directly or through their own travel agency.)

TRADEMARK AND SERVICE MARK USAGE

1. **USA Track & Field Name and Logo:** "USATF Marks" means any and all USATF service marks, trademarks, trade names, logos, trade designations, copyrights, or intellectual properties now owned or later acquired, whether registered or not, used by or licensed to USATF which are related to or associated with a USATF sponsored event or program. The United States Patent and Trademark Office has granted applications for Trademark Registration of the USATF name and logo; therefore, neither the USATF name nor logo may be used without written permission from the USATF CEO. Any proposed art work and/or written copy must be submitted to USATF with any request for such permission, along with description of the purpose(s) of such use.

Additional Restrictions:

- a) The USATF logo may not be utilized in a manner in which it is contiguous (in contact with) to another mark; however, permission may be requested to use the USATF logo in a manner in which it is proximate to another mark.
- b) The USATF logo may not be altered in any manner. The use of any component of the logo (e.g. USA with TRACK & FIELD bar) in any other design, unless permission to do so has been requested and has been granted in writing, is prohibited.

Addendum C

OFFICIALS NECESSARY FOR NATIONAL YOUTH ATHLETICS
USATF CHAMPIONSHIPS

Administrative Staff
USATF Youth Athletics Committee Chair
USATF Director of Grass Roots Planning and Programs
Jury of Appeals (5)
Track Referees (3)
Field Referees (3)
Multi Events Referees (2)
Race Walk Referee (1)
Protest Table (2)
Heating/Seeding Computer Center (3)
Clerking Advisor (1)
Clerks (6)
Results (varies)
Computer Center Crew (3)
USATF National Office (4)
Registration (10)
Announcer Booth (2)
Finish Line Coordinator (1)
Photo Finish Coordinator (1)
Wind Gauge Coordinator (1)
Records (1)
Starter Coordinator (1)
Full complement of running and field event officials and marshalls as required by
Competition Rules and schedule

Addendum D

MEET OPERATIONS SPACE REQUIREMENTS

HEAT SHEETS AND COMPETITION RESULTS

Heating - minimum of 250 square feet floor space (located next to clerking area)

Air Conditioned

Room for computer, printer, copy machine, and fax machine

Table space for sorting and storage of paperwork

Results - minimum of 250 square feet floor space

Air Conditioned

Room for 2 computers and printers, copy machine, and fax machine

Table space for results verification and storage

Lynx Operations - minimum of 500 square feet floor space

Air Conditioned

Room for main and backup lynx system, read computer, printer and fax machine

Table space for organizing and storing paperwork

PRESS REQUIREMENTS

(Heating and Results areas can be combined in a single unit, or adjacent rooms, provided a total 500 square feet minimum floor space is provided).

National Press - minimum of 250 square feet floor space

(Does not include space for daily packet duplication)

Air Conditioned

Room for 2 computers and printers, and large copy machine on dedicated line

Table space for proofing and storage of papers

Addendum E

COMPUTER AND PERSONNEL REQUIREMENTS
USATF NATIONAL YOUTH ATHLETICS

Computers

- Data Entry (one week prior to the meet)
 - 5 Computers (minimum requirements)
 - Pentium 166
 - 12x CD Rom
 - 3.5 disk drive Ethernet card
 - Windows 95/98
 - Microsoft Word
 - 5 Laser jet printers

- Heating
 - 1 of the above computers
 - Copy machine - High speed
 - Fax machine and phone line
 - Radio

- Results
 - 2 of the above computers
 - 2 laser printers
 - Copy machine - High Speed
 - Fax machine and phone line
 - Radio

- National Press (week of the meet)
 - 2 of the above computers
 - 2 laser printers
 - Copy machine - High Speed
 - Fax machine and phone line

- Announcer (Press Box)
 - 2 fax machines and phone lines
 - Copy machine
 - Radio

- Lynx
 - Fax Machine and phone line
 - Radio
 - Other equipment as required by the Lynx operators
(per contract with system operations)

Personnel

The integration of the Lynx system for timing and running results has decreased the need for two results typists. The number of people in this area can be reduced by one. It is suggested that the typists be used for heating and results by combining the locations of these operations.

- Data Entry (Monday - Thursday prior to the meet)
 - Minimum 6 people,
 - 5 local people for typing and entry verification,
 - 1 representative of software company to supervise
 - Data Entry (Friday - Monday prior to the meet)
 - Local people to attach labels to numbers and finish packets

- Multi-Events
 - Lynx system (3 people)
 - Capture and read
 - Read assistant
 - Track assistant
 - Heating/Results (3-4 people)
 - Computer Operator (1-2 for heating and scoring)
 - Verification
 - Duplication and filing

- Main Meet
 - Lynx System (5 people)
 - Capture
 - Backup Capture
 - Read
 - Read Assistant
 - Track Assistant
 - Heating (2 people)
 - Computer Operator
 - Duplication and filing
 - Results (3-4 people)
 - Computer Operators
 - Verification and advancement
 - Duplication and filing

Addendum F

PROTECTED USATF SPONSOR PRODUCT CATEGORIES*
As of June, 2000 -- Subject to Change

USATF Product Category

USATF Sponsors

1. Armed Forces
2. Athletic Apparel and Footwear
3. Automobiles
4. Beauty Products (excluding personal care items)
5. Cosmetics (excluding personal care items)
6. Credit Cards and Related Services
7. Document Creation, Processing and Production Equipment
8. Energy Bar
9. Film and Film Processing
10. Fragrances and Fragranced Products
11. Insurance Products
12. Running Surfaces
13. Timing Devices
14. Track and Field Apparel
15. Track and Field Equipment

1. adidas
2. United States Air Force
3. Fuji Film
4. GMC/Envoy
5. Nike
6. Pontiac
7. PowerBar
8. Polo/Ralph Lauren Fragrances
9. Visa
10. Xerox

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USA Track & Field • The National Governing Body for Track & Field, Long Distance Running and Race Walking

President
Bill Roe

Vice President
Dee Jensen

Secretary
Darlene Hickman

Treasurer
Ed Koch

CEO
Craig Masback

BID AWARD LETTER AGREEMENT

I, Robin Beamon, on behalf of The Miami-Dade Park & Recreation Department

("LOC"), the winner of the bid to conduct the 2003 National Junior Olympics Track & Field Championships to be held on July 22 - 27, 2003 (The "Championships"), hereby agree as follows:

1. The award of the bid to conduct the Championships is expressly conditioned upon the LOC's ability to meet the following criteria by the date(s) indicated:
 - a. Payment of the rights fee to USA Track & Field, Inc. (USATF) in the amount of \$35,000.00, on or before April 9, 2001.
 - b. Compliance with representations, obligations and commitments outlined in the bid application dated October 26, 2000 seeking the award for the conduct of the 2003 Junior Olympic Track and Field Championships.
 - c. Complete and full compliance with the "agreed to" items contained in the "on-site evaluation" report signed by both the LOC and USATF, which was prepared in conjunction with the on site evaluation conducted on November 3, 2000.
2. The LOC shall enter into good faith negotiations with USATF and shall execute a contract to host the Championships, within one hundred and twenty (120) days from the date of the Bid Award Letter Agreement. LOC understands and agrees that unless and until a contract to host the championships is executed in writing after such negotiations, LOC has no express or implied contractual rights with respect to the Championships. In the event that a contract is not executed between the LOC and USATF within said one hundred and twenty (120) day period, then all rights to the Championships shall immediately revert back to USATF which shall have sole authority and discretion to award the Championships to another party.
3. LOC understands and agrees that all USATF's present and future national sponsors shall be given a right of first refusal with respect to all

A:\JOTF03.LTK December 11, 2000

RB 35



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business and sponsorship opportunities related to the Championships, in the relevant sponsorship category. LOC shall not enter into any written or verbal agreements with respect to local sponsorships, marketing, promotion or broadcast rights, without express written approval of the President or Chief Executive Officer of USATF. LOC shall disclose the names of all potential local sponsors and/or business relationships to USATF prior to concluding any agreements.

4. LOC understands and agrees that its budget for the conduct of the Championships must be approved in advance by USATF.
5. LOC understands and agrees that it must carry adequate insurance to cover all potential risks associated with the conduct of the Championships. LOC's failure to secure adequate insurance coverage for the Championships, within ninety (90) days of the start of the event, shall result in all rights related to the Championships reverting back to USATF. In said event, USATF shall have sole authority and discretion to move the Championships to another site.
6. LOC agrees to obtain a USATF sanction for the Championships.

AGREED & ACCEPTED

By: Robin Beamon
Name: Robin Beamon
Title: Prog. Coordinator
LOC: Miami-Dade A & Rec Dept

USA TRACK & FIELD, INC.

By: Bill Roe
Bill Roe
President

By: Craig A. Masback
Craig A. Masback
Chief Executive Officer

By: Kim Haine
Sport Committee Chair

Date: 12-2-00

**2003 USATF National Junior Olympics Track & Field
Championships Anticipated Expenditure/Revenue
Draft**

Bid Application & Rights Fee	35,000.00
Site Selection Committee Visits	5,000.00
Meet Mgmt Staff (USATF) (airfare/hotel/meals)	25,000.00
Registration Supplies (office/computer)	3,000.00
Sanction Fees	1,000.00
Program Printing	15,000.00
Pre-Meet Meals (pckg. Pick-up)	500.00
Facility Equipment upgrades/purchases	15,000.00
Competition Supplies (pins/numbers)	2,500.00
Transportation (buses/vans)	15,000.00
Rental Vehicles (USATF Staff)	3,500.00
Officials Hospitality/Meals	10,000.00
Officials Housing (USATF Staff)	10,000.00
Timing Equipment	5,000.00
Results	3,500.00
Office Equipment Rental (faxes/copiers/computers)	3,000.00
Officials Uniforms/Bags	7,000.00
MDPR Support Staff	10,000.00
Security (MDPR)	15,000.00
Trailer Rentals/Tents	10,000.00
Resale Merchandise	20,000.00
Promotions	10,000.00

TOTAL ANTICIPATED EXPENDITURES: 224,500.00

ALL PAGES OF THIS FORM IN ITS ORIGINAL AND UNALTERED FORMAT MUST BE SUBMITTED FOR BIDDER TO RECEIVE CONSIDERATION. PLEASE COMPLETE ALL INFORMATION AND SIGN WHERE INDICATED. THIS DOCUMENT MAY NOT BE CHANGED.

A. BID PROCESS

The 2003 National Junior Olympic Championship meet (the "Championships") will be awarded at the next Annual Meeting of USA Track & Field (USATF). Site Selection will be made from among those fully and properly completed bid proposal packages submitted to USATF, with a refundable bid application fee payable to USA Track & Field in the amount of \$10,000.00. Finalists will be recommended by the site evaluation committee selected by the Youth Athletics Committee and will be awarded by a majority vote of the Youth Athletics delegates present at the session of the Annual Meeting at which the vote is taken. The bid application fees of losing Bidders will be refunded. The winning Bidder's application fee will be retained as a contract deposit and may be applied by USATF to remedy Bidder's unfulfilled obligations with respect to the conduct of the Championships. The unapplied portion of the winning Bidder's contract deposit may be refunded as provided herein. Upon final award of the Championships, the winning Bidder will be required to pay a rights fee in the amount of \$25,000.00, in addition to the contract deposit.

B. CHAMPIONSHIPS MANAGEMENT TEAM

USATF values the contributions that women and minorities have made at every level of our sport. USATF is committed to the inclusion and advancement of opportunities for women and minorities in a manner that reflects and pays tribute to the diversity of USATF's athlete population. In reviewing bid proposals to host USATF championship events, those bids that evidence the inclusion of diverse segments of the population on the event management team will be given preferential consideration.

Please provide the following information about the Bidding Entity and proposed Championship management team:

1. Resumes of Championships management team. Please provide a gender, racial and ethnic diversity breakdown of the proposed Championships management team.
2. Detailed description of any past experience organizing or working with a major sporting event, with special emphasis on track & field events.
3. Breakdown of how responsibilities of Championships management team will be divided.
4. Describe the amount and source of financial resources Bidder will be relying upon to conduct Championships.
5. Provide a proposed budget for the Championships.

C. GENERAL INFORMATION REQUESTED (Please attach)

1. List of hotels/motels, approximate number of rooms available and cost. Dates during which rooms will be blocked: number of rooms blocked; representation from Hotel(s). Note: Approximately 7,000 competitors. In addition to, officials, families and out-of-town spectators are anticipated. Room blocks must be held until seven (7) days prior to start of the Championships at the negotiated room rate.

2. If dormitories are to be provided, provide description of dormitory facilities and meal plans available, if any. List number of rooms and cost of package.
3. Description of dining facilities and/or eating establishments near the proposed site and hotel(s), as well as their hours of operation. (6am opening preferred).
4. Description of transportation arrangements between airport and housing, and to and from housing and proposed site.
5. Description of parking arrangements and costs, if any, for use thereof.
6. Description of location and facilities to be used for athlete packet pick-up.
7. Detailed description of anticipated weather conditions during hours of competition, including a particulate count pollution report from the weather bureau for competition dates.
8. Complete medical questionnaire attached. (See Addendum A, page 10)
9. Track and field certification that facility meets USATF and IAAF specifications. (Bidders proposing the use of Mondo surfaced tracks will be given special consideration.)

D. FACILITIES AND EQUIPMENT

Bidder shall provide the following facilities and equipment and will comply with the requirements specified below, all of which are necessary to conduct the Championships, and all of which must comply with the applicable USATF and IAAF rules and/or regulations:

1. The Championships must be contested on a 400m track having no fewer than eight lanes, and with a common finish line and a raised inner curb, in compliance with USATF Competition Rule 62.3(a).
2. All measurements shall be made in accordance with USATF Competition Rule 63.
3. Three (3) high jump pits must be provided. The third high jump pit must be on-site, when the multi-events begin, and be positioned to be set-up within 15 minutes or less.
4. Two (2) multi-directional long jump pits and two (2) multi-directional pole vault pits must be provided for the Multi-events.
5. Commercial grade extenders for high jump and pole vault must be provided.
6. Please attach diagrams or photographs of track facilities, throwing areas and clerking areas.
7. All throwing implements for the discus, javelin and shot put must be provided and be of competition-quality. Minimum number of throwing implements are: Discus 16 – 8 each for boys and girls; Javelin 18 – 9 each for boys and girls (3 short, 3 medium, and 3 long for each); Shot put – 6-6 lb. shots, 6-9 kilo shots, 6-12 lb. shots.
8. Minimum of six (6) air blowers and squeegees must be available for clearing the track after rain.
9. Minimum of six (6) wind gauges must be provided.
10. Hurdles with counter balance, sufficient for an eight (8) competitor field, must be provided.
11. Electronic sign board indicators for all field events must be provided.
12. Bidder shall provide a running event check-in tent with a minimum size of 30' x 60" as well as check-in tent for the field event area.

13. Subject to USATF's ability to assist Bidder through national sponsor value-in-kind (VIK) opportunities, tenting for shade must be provided at each field event area for athlete use.
14. The finish line recording system, which satisfies USATF Competition Rule 38, must include two fully automatic timing devices, one on each side of the track at the finish line, and shall be digital imaging equipment. Each device must have two cameras, one of which is color.
15. Bidder agrees to use a meet operations computer software program approved by USATF. Bidder is financially responsible for providing all computers and operators, all of which must be approved by USATF. Indicate availability of hand held computers to interface with Hy-Tek or other approved computer results system. (See Addendum F)
16. Adequate electronic back-up timing systems (three timers for every runner in multi-events) must be provided.
17. Bidder must provide adequate space and climatization for computer operations, results/press information staff, and results booklet production, as detailed in Addendum E. Bidder shall provide the personnel to produce the results booklets.
18. Adequate press facilities shall be provided by Bidder. Bidder shall consult and cooperate with USATF with respect to press accreditation and the organization of all media operations.
19. Subject to USATF's ability to assist Bidder through national sponsor VIK opportunities, Bidder shall provide the following equipment for results/computer seeding/press information:
 - a) copier with RDH, Finisher -- plus paper (20 cartons/100,000 sheets 8 1/2 x 11 white) and supplies (toner, developer and fuser).
 - b) 2 copiers -- plus paper (2 cartons/20,000, sheets 8 1/2 x 11 white) and supplies (toner and developer).
 - c) 6 facsimile machines with supplies.
 - d) 3 computers, with appropriate software including 3 laser printers -- one computer should have modem and dedicated phone line.
 - e) Six direct-line telephones, plus minimum of six fax lines.
20. Bidder shall provide 26 walkie-talkies, 10 cellular telephones, 3 portable P.A. Systems, and 2 bullhorns, for communications with respect to meet management, for use by the National Youth Committee and/or clerking and awards, announcers, computer operations and results/press information offices, registration, clerking, referees, protest table, awards, start and finish lines, meet director, Youth Athletics Chair and Junior Olympics Administrator.

E. SAFETY PRECAUTIONS

1. Bidder shall ensure the safety of all competitors, officials and spectators, including, without limitation, the installation of wings, covered cages and other precautions to keep spectators and competitors out of danger. The sector lines and holding areas for all field events must be either fenced or flagged for safety purposes.
2. Bidder shall develop and submit a detailed emergency evacuation plan, for USATF approval.
3. Bidder shall prepare a waiver form to be completed by all competitors, for USATF approval.
4. Bidder shall provide a description of its fluid plan and restroom facilities for spectators, athletes and officials.
5. Bidder must provide ice chests with fluids, in the seeding and results areas, which must be replenished throughout the competition.

6. Bidder must provide 50 towels daily for Officials' use.

F. FINANCIAL OBLIGATIONS

1. Upon acceptance of the bid by the Youth Athletics Committee, a rights fee in the form of a \$25,000 certified check made payable to USA Track & Field, shall be deposited with the Chief Financial Officer of USATF, with a copy of the check going to the Youth Athletics Committee Secretary. This payment is in addition to the \$10,000 application fee posted at the time of submission of the Bid. The winning Bidder's application fee will be retained by USATF as a contract deposit, and may be applied by USATF to remedy unfulfilled obligations of the Bidder, with respect to the conduct of the Championships. The unapplied balance of the contract deposit will be returned to Bidder. A decision with respect to the return of the contract deposit shall be made after USATF's audit of Bidder's Championships Financial Report. Any dispute with respect to the disposition of the \$10,000 application or contract deposit shall be resolved by informal mediation between Bidder and the Youth Athletics Committee Chair. If such mediation is unsuccessful after ninety (90) days, then the dispute shall be resolved as provided in the contract between Bidder and USATF. ↑
2. Upon acceptance of the bid by Bidder, Bidder agrees to assume all financial responsibility for the conduct of the Championships.
3. Within sixty (60) days after the completion of the Championships, a complete financial report shall be submitted to USATF's Chief Financial Officer and the Youth Athletics Committee secretary. In the event that the financial report is not filed in a timely manner, Bidder's contract deposit will be forfeited in its entirety.

G. GENERAL MANAGEMENT OF CHAMPIONSHIPS

1. The Competition Rules of USATF shall govern the conduct of the Championships.
2. The President or Chief Executive Officer of USATF, in consultation with the Youth Athletics Committee Chair, shall be the final authority on all decisions concerning the conduct of the Championships. All Championship competition issues shall be the purview of the Youth Athletics Chair. All business issues shall be the purview of the USATF President and CEO. The President, CEO and/or Youth Athletics Committee Chair may designate a person or persons to exercise decision making authority on his or her behalf.
3. USATF has established the following maximum entry fees for the Junior Olympics.

Indiv. Events (Per person)	Relays (Per team)	Combined	Triathlon
\$6.00 per event	\$24.00	\$24.00	\$20.00
4. A current USATF coach membership card will serve as the coaches pass for free admission to the Championships. The Bidder will establish a method to verify all coaches passes upon entry to the facility.
5. The entry form shall specify late fees of \$10 to be charged by Bidder for processing incomplete entries. (i.e. missing birth certificates, verification of age etc.) The information booklet (Passport) shall specify fees of \$5.00 to be charged for lost race numbers and, if applicable, admission and parking. It shall also state the policy on coolers and tents in the stadium and spike requirements.
6. Bid shall provide a draft of Junior Olympic Passport booklet (which includes meet schedule, and specific information exemplified by previous year's Passport booklet) for review by the Youth Athletics Committee Chair, Youth Athletics Committee Secretary and National Office no later than February 15, 2003. Championships logo shall be approved in writing by the USATF CEO before any usage or distribution is made. All print advertising sold in the passport booklet, as well as the Souvenir Program, must also be approved in writing by the CEO.
7. Bidder shall utilize USATF certified officials to officiate for the Championships. Officials shall be selected as provided in USATF Regulation 4 (H).

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8. Bidder shall establish officials and event staff hospitality area on the perimeter of the track where food, fluids and fruit are available throughout the competition.
9. A plan for replenishment must be developed and a method of delivering water to officials who can not leave their positions must be implemented. (Please provide copy). During the Championships, bottled water *must be made continuously available* to all working officials.
10. The national competition schedule as provided at USATF's Annual Meeting the year before event is hosted shall be used.
11. Opening ceremonies will be held on the evening prior to commencement of track and field events. A parade of athletes shall be included and the athletes oath shall be administered.
12. Formal medal presentation with awards stand and public address system must be provided by Bidder. Pursuant to the procedures outlined in USATF Competition Rule 245 (5), individuals awards will be furnished by USA Track & Field for the competitors finishing in the top eight (8) places.
13. Bidder shall ensure that adequate medical services are available for the duration of the Championships. (Please complete Addendum A.) A minimum of ten (10) trainers must be on-site at all times to cover the entire track and field facility including the throwing areas and clerking areas. Vehicles for transporting injured athletes to the medical tent must be provided. USATF's decision on the adequacy of medical services shall be final.
14. Bidder shall obtain a USATF sanction for the Championships and shall have in place comprehensive general liability insurance with an insurance company or companies acceptable to USATF, which shall provide liability coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence and Ten Million Dollars (\$10,000,000) aggregate. Bidder shall secure adequate additional insurance coverage extending to automotive, worker's compensation and directors and officers liability. Bidder shall indemnify USATF against liability for claims or losses resulting from Bidder's uninsured acts or omissions.

H. OTHER OBLIGATIONS

1. Bidder agrees to complete and/or abide by the Policy Stipulations set forth in the Addenda, attached hereto, each of which form an integral part of this Bid Proposal Packet.
2. Bidder shall provide transportation to and from their respective home city, the airport and the hotel, the hotel and competition facilities as well as meals and individual hotel rooms – inclusive of one day before and one day after the Championships – for up to 23 meet management and technical staff as designated by USATF. In addition, Bidder shall provide transportation between the airport and the hotel, the hotel and the competition facility, meals and individual hotel rooms for up to 16 Regional Coordinators, or such other meet management personnel designated by USATF.
3. Bidder shall provide transportation to and from the hotel, the track, the fields, and practice track, if any, for the Committee representatives, officials, competitors and coaches one day prior to and during the Championships. Five (5) seven-passenger vans shall be provided for use by the Youth Athletics Committee. Two full-size rental cars shall be provided for the use of the USATF National Office Staff. Arrangements shall be made so that personal credit cards are not required for pick up of vehicles.
4. A suite (minimum two bedrooms/parlor) must be provided to Youth Athletic Committee representatives, for meeting purposes.
5. Bidder will be responsible for all expenses associated with one pre-selection site visit by up to six (6) USATF staff and Youth Committee representatives. In addition, Bidder shall be responsible for the expenses associated with up to two (2) follow-up site visits, by no more than six (6) persons prior to the Championships, which may include USATF National Office staff.
6. Bidder shall send a management team to the 2002 Junior Olympic National Championships as observers of

all aspects of meet management. The management team should arrive no later than Monday of Championships week.

7. Bidder shall coordinate the promotion of the Championships with USATF understanding that all broadcast rights are reserved to USATF, and shall endeavor to obtain local exposure for the event through print and broadcast advertising, as well as public relations efforts. All local promotion efforts must be approved in writing and in advance by USATF.
8. Bidder acknowledges that USOC and/or USATF sponsors, suppliers, licensees and approved vendors have a preferred right, pursuant to existing contractual agreements, to be associated with the Championships in certain product categories, and Bidder agrees to facilitate the exercise of such rights. Bidder agrees to seek to first contract with USOC sponsors, suppliers or licensees, or USATF sponsors, suppliers or vendors, to provide all facilities, equipment, supplies, and services directly or indirectly used for, during or in connection with the Championships. Bidder agrees to work with USATF's Marketing Department to facilitate contact with said sponsors, suppliers, licensees and vendors, and to obtain written approval from USATF to negotiate with third parties who are neither USOC nor USATF sponsors, suppliers, licensees or vendors. In addition, USOC sponsors, suppliers or licensees, and USATF sponsors, suppliers, licensees and vendors shall be given the first option on booth/tent space in prime locations at the Championships; which in the case of USATF sponsors or suppliers shall be in prime locations and free of charge. Any USATF licensees selling USATF logo products will contract separately with Bidder (at terms comparable to those offered 3rd party vendors). Bidder agrees to work with the USATF Marketing Department to arrange booth and/or tent space for said sponsors, suppliers and/or licensees. (See Addendum G for current list of sponsors and product categories.)
9. Bidder must submit its Expo layout plan and proposed Expo exhibitor and concessionaire list to USATF for approval, prior to entering into or finalizing contracts for a Championships Expo site.
10. Subject to any contractual restrictions imposed by USATF national sponsors and/or suppliers, Bidder may, in conjunction with USATF, create and sell Championships merchandise. All Championships merchandise shall include the USATF mark. USATF hereby grants to Bidder a non-exclusive event merchandise license, subject to the limitations outlined below, to use the USATF marks in connection with: (i) the manufacture, sale, and distribution of Championships-related merchandise, and (ii) the sale and distribution of merchandise bearing the USATF marks, which is provided to Bidder on consignment. Bidder shall obtain USATF's prior written approval of:
 - a) The design and construction of the merchandise;
 - b) The retail price structure of the merchandise;
 - c) The vendor/consignee revenue split; and
 - d) The positioning and/or placement of the merchandise at the Championships.

Bidder shall pay USATF a royalty of ten percent (10%) of the retail selling price on all Championships merchandise that it sells in connection with the Championships.

11. Bidder shall provide free Championship program advertisements to USATF, its sponsors, and licensees.
12. Bidder agrees to promote and provide facilities for the conduct of a USATF a Level I Coaching Education Clinic to be held in conjunction with the Championships.

I. BID AWARD LETTER AND FORMAL CONTRACT

1. After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards fulfilling the obligations and requirements contained herein. Failure of Bidder to successfully complete the site and compliance reviews may result in forfeiture of the application fee and/or contract deposit and/or removal of Championships from Bidder, or all three.
2. Upon award of the Bid, Bidder shall execute a Bid Award Letter, in the form attached as Addendum H, 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 application or rights fee 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 4 (F)(10).

J. BID WITHDRAWAL

1. Bid withdrawal notices must be made in writing by the Bidder and sent to the USATF Youth Athletics Chair and the Director of Grass Roots Programs & Planning. Once a proposal has been officially withdrawn, the Bidder cannot resubmit a proposal for a similar competition within the same year. The bid application fee deposit will be forfeited, if notification of Bidder's withdrawal of the bid is received subsequent to the Youth Athletics Committee's approval of bid, and USATF's acceptance thereof.

THIS DOCUMENT IS REQUIRED TO BE SENT BY REGISTERED MAIL WITH A RETURN RECEIPT REQUESTED, OR A CERTIFIED RECEIPT TO THE NATIONAL YOUTH ATHLETICS CHAIR NO LATER THAN SEPTMEBER 30, 2000 -- COPIES MUST BE SENT TO THE YOUTH ATHLETICS SECRETARY AND THE DIRECTOR OF GRASS ROOTS PROGRAMS AND PLANNING VIA REGULAR MAIL.

Youth Athletics Chair

Kim L. Haines
P.O. Box 416
Seeley Lake, MT 59868

*Youth Athletics Secretary
Planning*

Cheryl Gray
2004 Jena Street
New Orleans, LA 70115

Director of Grass Roots Programs & Planning

Mark Springer
USA Track & Field
One RCA Dome, Suite 140
Indianapolis, IN 46225

Bid Approved by Youth Athletics Committee:

Date: _____, 200_____.

Kim L. Haines
Youth Athletics Chair

Cheryl Gray
Youth Athletics Secretary

Bid Accepted on Behalf of USA Track & Field

Date: _____, 200_____.

Patricia F. Rico
President

Craig A. Masback
Chief Executive Officer

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Addendum A

USATF NATIONAL JUNIOR OLYMPIC TRACK AND FIELD CHAMPIONSHIPS
MEDICAL QUESTIONNAIRE

PERSONNEL:

1. Number of physicians (minimum of one) assigned to Medical Support Facility _____
 - a. Name of head physician supervising Medical Support _____
 - b. Is s/he a member of the American College of Sports Medicine? _____
 - c. Number of National/Regional Championship Meets in which s/he has served _____
2. Number of Athletic Trainers assigned to the Medical Support Facility and athlete hotels _____
3. Name of supervising Athletic Trainer _____
 - a. Is person named above a member of the National Athletic Trainers Association? _____
 - b. Number of National/Regional Championship Meets in which Athletic Trainer has served _____
4. Will at least one physician and athletic trainer be present within the medical facility at all times? _____

FACILITIES:

1. Size of the Medical Support Facility _____
2. Location of the Medical Support Facility _____
3. Will the Medical Support Facility be covered? _____
4. Describe the Medical Support Facility access to ambulances _____
5. Name of nearest hospital to which athletes with injuries or emergencies may be transported and attach map of routes to said hospital _____
6. Hospital's distance to the facilities and hotels _____
7. Has the hospital and ambulance service been notified and consented to provide such services during the Championships? _____

EQUIPMENT:

1. Number of cots, tables, or stretchers available: _____
2. Will IV fluids be available? _____
If not, how will hyperthermia or dehydration be handled? _____
3. Number of sites on track and field where iced fluids will be available: _____

SAFETY PRECAUTIONS:

1. Will any running events of a distance greater than 800 meters be held when the temperature is expected to be greater than 80 degrees F? _____ yes _____ no
 2. Are you prepared to reschedule distance events to a cooler time of the day if the temperature exceeds 85 degrees F? _____ yes _____ no
 3. Will necessary equipment be available to wet down the track surface, if the temperature and track surface become uncomfortably hot? _____ yes _____ no
If no, what arrangements will be made? _____
-

SPECTATOR NEEDS

1. Describe arrangements for providing medical attention to spectators at the Championships, if necessary.

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Addendum B

USOC/USATF MARKETING AND SPONSORSHIP POLICY STIPULATIONS

In order to assure compliance with USATF's contractual commitments, and its policies with respect to use of its name and/or logo or other protected marks; and in order to assure USATF's ability to comply with its license from the U.S. Olympic Committee (USOC) granting the right to use the term "Junior Olympic(s)" in connection with these Championships; the Bidder agrees to adhere to the following Policy Stipulations:

1. **Sponsorship:** In the event that Bidder desires to obtain local financial support for the Championships, it must obtain USATF's and the USOC's prior written approval for any contemplated agreement. Bidder understands that only USOC sponsors, suppliers and licensees and USATF Youth Athletics sponsors may be event sponsors, and only USOC sponsors and suppliers may be linked directly or indirectly to the words "Junior Olympic(s)." Only USATF Youth Athletics sponsors and USOC sponsors who support the Junior Olympics may have in-stadium signage, and only with the prior express written approval of the USATF. Bidder agrees that it will not sign any marketing/sponsorship agreement without the prior review by and approval of USATF. Failure to follow this policy will result in the removal of the right to host the Junior Olympic competition and/or the forfeiture of the contract deposit.
2. **Official Airline:** Bidder may, with the prior written consent of USATF, enter into an agreement with an airline carrier naming it as the Official Airline for the Championships, subject to the following conditions:
 - a) Said agreement must be submitted to USATF's National Office for approval prior to execution.
 - b) Said agreement will be between the Bidder and the carrier; neither are authorized to make a commitment on behalf of USA Track & Field.
 - c) Any such agreement must stipulate the minimum discounts effective industry-wide at the time (currently 5% off first class or lowest available coach fares, and 10% off full fare coach).
 - d) All benefits and perquisites accruing from the contract (i.e. complimentary tickets) will belong to the Bidder.
 - e) In the event that the Bidder has not consummated an official airline carrier agreement on or before January 30 of the competition year, USATF's National Office reserves the right to enter into such agreement(s) on its own initiative - in which instance all benefits and perquisites involved will be retained by the National Office.
3. **Official Travel Agency:** The Bidder may name an Official Travel Agency; however:
 - a) In the event of such appointment, said entity may not be referenced as the Official Travel Agency of the Championships.
 - b) In the event of such appointment, said travel agency may not be designated as the Official Travel Agency in connection with any designated Official Airline. (Any individual or organization [i.e. USATF member club] may make their own reservations directly or through their own travel agency.)

Addendum C

TRADEMARK AND SERVICE MARK USAGE

1. **USA Track & Field Name and Logo:** "USATF Marks" means any and all USATF service marks, trademarks, trade names, logos, trade designations, copyrights, or intellectual properties now owned or later acquired, whether registered or not, used by or licensed to USATF which are related to or associated with a USATF sponsored event or program. The United States Patent and Trademark Office have granted applications for Trademark Registration of the USATF name and logo; therefore, neither the USATF name nor logo may be used without written permission from the USATF National Office. Any proposed art work and/or written copy must be submitted to USATF with any request for such permission, along with description of the purpose(s) of such use.

Additional Restrictions:

- a) The USATF logo may not be utilized in a manner in which it is contiguous to another mark (in contact with); however, permission may be requested to use the USATF logo in a manner in which it is proximate to another mark.
 - b) The USATF logo may not be altered in any manner. The use of any component of the logo (e.g. USA with TRACK & FIELD bar) in any other design is prohibited, unless permission to do so has been requested, and has been granted in writing.
2. **Extent of License:** The extent of USATF's license to the Bidder is limited to the use of the words "Junior Olympics" and USATF Junior Olympic marks, and must be used only with written approval by USATF.

Any other use of the word "Olympic" or other Olympic-related designations (including the interlocking Olympic rings, or any simulations thereof) is proscribed by federal statute unless consent for said use has been granted in writing by the U.S. Olympic Committee. This prohibition is enunciated in 36 U.S. Code § 220506.

OFFICIALS NECESSARY FOR NATIONAL JUNIOR OLYMPICS USATF CHAMPIONSHIPS

- Administrative Staff
 - USATF Youth Athletics Committee Chair
 - USATF Director of Grass Roots Planning and Programs
 - Referees (5)
 - Referees (3)
 - Field Referees (3)
 - Multi Events Referees (2)
 - Walk Referee (1)
 - Start Table (2)
 - Timing/Seeding Computer Center (3)
 - Timing Advisor (1)
 - (6)
 - Results (varies)
 - Computer Center Crew (3)
 - USATF National Office (4)
 - Registration (10)
 - Sounder Booth (2)
 - Line Coordinator (1)
 - Finish Coordinator (1)
 - Lead Gauge Coordinator (1)
 - Records (1)
 - Records Coordinator (1)
- complement of running and field event officials and marshalls as required by Competition Rules and schedule

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MEET OPERATIONS SPACE REQUIREMENTS

PRINT SHEETS AND COMPETITION RESULTS

Heating - minimum of 250 square feet floor space (located next to clerking area)

Air Conditioned

Room for computer, printer, copy machine, and fax machine

Table space for sorting and storage of paperwork

Results - minimum of 250 square feet floor space

Air Conditioned

Room for 2 computers and printers, copy machine, and fax machine

Table space for results verification and storage

Lynx Operations - minimum of 500 square feet floor space

Air Conditioned

Room for main and backup lynx system, read computer, printer and fax machine

Table space for organizing and storing paperwork

SPACE REQUIREMENTS

Printing and Results areas can be combined in a single unit, or adjacent rooms, provided a total 500 square feet minimum floor space is provided).

National Press - minimum of 250 square feet floor space

(Does not include space for daily packet duplication)

Air Conditioned

Room for 2 computers and printers, and large copy machine on dedicated line

Table space for proofing and storage of papers

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3X

Addendum F

COMPUTER AND PERSONNEL REQUIREMENTS
USATF NATIONAL JUNIOR OLYMPICS

Computers

- Data Entry (one week prior to the meet)
 - 5 Computers (minimum requirements)
 - Pentium 166
 - 12x CD ROM
 - 3.5 disk drive Ethernet card
 - Windows 95/98
 - Microsoft Word
 - 5 laser printers

Heating

- of the above computers
- Copy machine - High speed
- Fax machine and phone line
- Radio

Results

- 2 of the above computers
- 2 laser printers
- Copy machine - High speed
- Fax machine and phone line
- Radio

National Press (week of the meet)

- 2 of the above computers
- 2 laser printers
- Copy machine - High speed
- Fax machine and phone line

Announcer (Press Box)

- 2 fax machines and phone lines
- Copy machine
- Radio

Lynx

- Fax Machine and phone line
- Radio
- Other equipment as required by Lynx operators
(per contract with system operations)

Personnel

Integration of the Lynx system for timing and running results has decreased the need for two results typists. The number of people in this area can be reduced by one. It is suggested that the typists be used for hearing and results by combining the locations of these stations.

Data Entry (Monday - Thursday prior to the meet)

- Minimum 6 people
 - 5 local people for typing and entry verification.
 - 1 representative of software company to supervise

AS2

Data Entry (Friday - Monday prior to the meet)

Local people to attach labels to numbers and finish packets

Multi-Events

lynx system (3 people)

Capture and read

Read assistant

Track assistant

Heating/Results (3-4 people)

Computer Operator (1-2 for heating and scoring)

Verification

Duplication and filing

Main Meet

lynx System (5 people)

Capture

Backup Capture

Read

Read Assistant

Track Assistant

Heating (2 people)

Computer Operator

Duplication and filing

Results (3-4 people)

Computer Operators

Verification and advancement

Duplication and filing

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Addendum G

PROTECTED USATF AND USOC SPONSOR PRODUCT CATEGORIES*

As of June, 2000 -- Subject to Change

Product Category

USATF Sponsors

Armed Forces
Athletic Apparel and Footwear
Automobiles
Beauty Products (excluding personal care items)
Cosmetics (excluding personal care items)
Credit Cards and Related Services
Document Creation, Processing and Production Equipment
Energy Bar
Film and Film Processing
Fragrances and Fragranced Products
Insurance Products
Running Surfaces
Timing Devices
Track and Field Apparel
Track and Field Equipment

1. adidas
2. United States Air Force
3. Fuji Film
4. GMC/Envoy
5. Nike
6. Pontiac
7. PowerBar
8. Polo/Ralph Lauren Fragrances
9. Visa
10. Xerox

PROTECTED USOC SPONSOR CATEGORIES

Air Conditioning and Heating
Airline
Apparel
Cellular, 2-Way Radio and Paging Equipment
Cereal
Computer
Consumer Electronic
Copier/Facsimile
Corporate Tickets and Hospitality Packages
Corporate Recognition and Service Awards
Credit Card
Direct Sales (non-retail)
Electrical Power
Electronic Security Systems
Expositions Services
Express Mail
Film/Camera/Battery
Financial Services
Food Management
Freight Forwarding and Custom Services
Fresh Beef
Health Insurance
Hotel Lodging and Timeshare Services
Large Home Appliances
Life Insurance
Local NBC Affiliate - Radio and Television
Local Telecommunications/PC S Service 28.
Long Distance Telecommunications/Paging Service/Cellular Service
Malt Beverage
Market Research Services
Natural Gas

Subject to change.
September 1, 2000

- Non-Alcoholic Beverages
- Nutritional Energy Bars
- Office Design Services
- Online Career Management Services for Permanent Employees
- Out Placement Services
- Pharmaceutical and Healthcare Product Distribution
- Publishing
- Ready-to-Serve Processed and Packaged Beef
- Restaurant
- Retail Home Improvement
- Retail Oil and Gas
- Retail Banking Service
- Sale of Individual Tickets to Game Events to Consumers in the United States
- Staff and Volunteer Games Outfitting
- Telecommunications Equipment
- Timing and Scoring
- Training Services
- Vehicle-Domestic/Auto Repair

Please consult USATF, if this bid is accepted, for an updated list of sponsors and product categories

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