



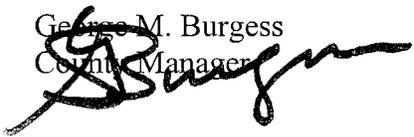
## MEMORANDUM

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

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TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

DATE: December 4, 2003

FROM:   
County Manager

SUBJECT: Retroactive Approval of  
Applications and  
Authorization to Enter  
Agreements With USA  
Track and Field, Inc.

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### **RECOMMENDATION**

It is recommended that the Board retroactively approve the Park and Recreation Department's application to USA Track and Field, Inc. (USATF) to host the 2005 USATF National Junior Olympic Cross Country Championships and the 2007 USA Outdoor Track and Field Championships (the Events), and to establish a temporary Trust Fund to raise funds for and pay expenses associated with hosting the Events. It is also recommended that the Board 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 competitive bidding requirements of Section 4.03 of the Home Rule Charter and Administrative Order 3-38 for allowable expenditures from the temporary Trust Fund.

### **BACKGROUND**

The USATF National Junior Olympic Cross Country Championships is 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. It is an annual national event for qualifying youth between the ages of 7-18. Selection of the United States World Youth Cross Country Championship Team is based primarily on performances at this event.

The USA Outdoor Track and Field Championships is USATF's premier event for the selection of elite professional athletes to represent the United States in outdoor international competitions, including the World Outdoor Track and Field Championships and the World Cup Team. It is also the highlight of the Outdoor Golden Spike Tour (GST). The GST is an elite series of televised events

with broadcast ratings that consistently out perform the NHL, WNBA, and some PGA events. As a result, television and print media from around the world cover the Championships and give the meet international exposure through newspaper, magazine, sports programming and on-line reports. National networks (NBC, CBS, ESPN) and international broadcasters have covered all recent USA Outdoor Track and Field Championships.

In addition to providing superb athletic events for both youth and adult track and field athletes, the USATF National Junior Olympic Cross Country Championships and the USA Outdoor Track and Field Championships will provide exceptional economic value to the Greater Miami area. The USA Outdoor Track and Field Championships traditionally draws 900 -1,000 Open Athletes (“The Best” track and field athletes in the United States), 600 - 800 Junior Athletes (the top 19 and under athletes in the Country), 300 - 400 Athlete Representatives (coaches, agents, trainers) and 400 - 500 USATF officials, staff and volunteers. The average daily attendance at a USATF event ranges from 5,000 to 10,000 spectators depending on the venue. USATF has documented regional economic impacts of \$5 to \$7 million for the Outdoor Championships.

The Park and Recreation Department has an excellent venue at Tropical Park for hosting these two world-class events. Over the past two years the Department has hosted the 2002 USATF National Youth Athletics Championships and the 2003 National Junior Olympics Track and Field Championships, both were successful events held at Tropical Park. The success of those events contributed to the invitation for the Department to host the 2005 USATF National Junior Olympic Cross Country Championships and the 2007 USA Outdoor Track and Field Championships. In order to help offset the anticipated expenses associated with putting these events together, funds will be raised through sponsorships, in-kind services, and other fundraising efforts.

The establishment of a temporary Trust Fund will enable the Department, as 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 authorized the establishment of a similar account for the USTAF Events held at Tropical Park in 2002 and 2003.

The Miami Dade County Finance Department concurs with the establishment of a temporary Trust Fund for the 2005 USATF National Junior Olympic Cross Country Championships and the 2007 USA Outdoor Track and Field Championships and will supervise the account. The temporary Trust Fund will be closed by September 30, 2008, 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 3-38 for all expenditures from the temporary Trust Fund in order to facilitate and expedite the planning and implementation of these events.

QIH 11/4/03  
Assistant County Manager



# MEMORANDUM

(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners **DATE:** December 4, 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)  
12-4-03

Veto \_\_\_\_\_

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RETROACTIVELY APPROVING THE PARK AND RECREATION DEPARTMENT'S APPLICATIONS AND AUTHORIZING THE COUNTY MANAGER TO ENTER INTO AGREEMENTS WITH USA TRACK AND FIELD, INC. (USTAF) AND TO ESTABLISH A TEMPORARY TRUST FUND TO DEPOSIT FUNDS FOR AND PAY EXPENSES ASSOCIATED WITH HOSTING THE 2005 USTAF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS AND THE 2007 USA OUTDOOR TRACK AND FIELD CHAMPIONSHIPS; AND AUTHORIZING THE COUNTY MANAGER TO APPLY FOR, RECEIVE, AND EXPEND, GRANT FUNDS FOR THE PURPOSE OF DEFRAYING COSTS ASSOCIATED WITH HOSTING THESE EVENTS; AND WAIVING THE PROVISIONS OF SECTION 4.03 OF THE HOME RULE CHARTER AND ADMINISTRATIVE ORDER 3-38 FOR EXPENDITURE OF TRUST FUNDS

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 approves the Park and Recreation Department's applications, and authorizes the County Manager to execute all necessary agreements with USA Track and Field, Inc. or other entity, to host the 2005 USTAF National Junior Olympic Cross Country Championships and the 2007 USA Outdoor Track and Field Championships following approval of the County Attorney's Office; authorizes the County Manager to apply for, receive, and expend grant funds, to execute any necessary grant agreements and amendments, and to exercise extension and cancellation provisions contained therein, to help defray costs and to underwrite expenses associated with these events; to establish a temporary Trust Fund to raise funds for and pay expenses associated

with hosting these events, 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, 2008. This Board finds it in the best interest of the County that competitive bidding pursuant to Administrative Order 3-38 be waived when making expenditures from said Trust Fund; formal bidding being waived in this instance by 2/3 vote pursuant to Section 4.03(D) of the Charter of Miami-Dade County.

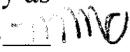
The foregoing resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_,  
and upon being put to vote, the vote was as follows:

- |                                       |                  |
|---------------------------------------|------------------|
| Dr. Barbara Carey-Shuler, Chairperson |                  |
| Katy Sorenson, Vice Chairperson       |                  |
| Bruno A. Barreiro                     | Jose "Pepe" Diaz |
| Betty T. Ferguson                     | Sally A. Heyman  |
| Joe A. Martinez                       | Jimmy L. Morales |
| Dennis C. Moss                        | Dorrin D. Rolle  |
| Natacha Seijas                        | Rebeca Sosa      |
| Sen. Javier D. Souto                  |                  |

The Chairperson thereupon declared the resolution duly passed and adopted this 4<sup>th</sup> day of December, 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.   
Mariela Martinez-Cid

BY: \_\_\_\_\_  
Deputy Clerk



# USA TRACK & FIELD NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS BID APPLICATION

Please forward one (1) copy of the completed application with supporting materials to Director of Events, USA Track & Field, One RCA Dome, Suite 140, Indianapolis, Indiana 46225; one (1) copy to Bob Flint, 8436 E. Hubbell Street, Scottsdale, Arizona 85257; two (2) copies to Nancy Seifert, 8280 Craigleigh Drive, Parma, Ohio 44129, and two (2) copies to Mark Springer, One RCA Dome, Suite 140, Indianapolis, Indiana 46225.

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

For assistance in completing this Bid Application please contact Bob Flint at (480) 949-1991 or usatfaz@cox.net, or Mark Springer at (317) 261-0478 ext. 307 or mark.springer@usatf.org.

BID SUBMISSION DATE:		EVENT SITE:	
EVENT ORGANIZER/BIDDER:			
CONTACT NAME:		TEL. (W):	
ADDRESS:		FAX:	
		CELL:	
WEBSITE ADDRESS:		E-MAIL:	
EVENT/RACE DIRECTOR (IF DIFFERENT FROM ABOVE):			
NAME:		TEL. (H):	
ADDRESS:		TEL. (W):	
		FAX:	
E-MAIL:		CELL:	
<b>Part II – Year and National Championship Event Sought</b>			
Year	EVENT:		
<input type="checkbox"/> 2005	<input type="checkbox"/> National Junior Olympic Cross Country Championships		
<b>Part III– Bid Award Process</b>			
<p>THE 2005 NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIP EVENT (THE "CHAMPIONSHIPS") WILL BE AWARDED AT THE NEXT ANNUAL MEETING OF USA TRACK &amp; FIELD (USATF). SITE SELECTION WILL BE MADE FROM AMONG THOSE FULLY AND PROPERLY COMPLETED BID APPLICATIONS SUBMITTED TO USATF, WITH A REFUNDABLE BID APPLICATION FEE PAYABLE TO USA TRACK &amp; FIELD IN THE AMOUNT OF FIVE THOUSAND (\$5,000.00) DOLLARS. 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.</p>			

6

## Part IV – United States Olympic Committee License

PURSUANT TO SECTION 220506 OF THE TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT (ASA) THE UNITED STATES OLYMPIC COMMITTEE (USOC) OWNS THE EXCLUSIVE RIGHT TO USE THE WORD "OLYMPIC." THE USOC HAS GRANTED USATF A LICENSE TO USE THE WORD OLYMPIC IN CONNECTION WITH THE CHAMPIONSHIPS, CONDITIONED UPON USATF'S ADHERENCE TO CERTAIN RESTRICTIONS AND REQUIREMENTS WHICH ARE DETAILED IN THIS BID APPLICATION. USATF SHALL IN TURN GRANT TO THE SUCCESSFUL BIDDER FOR THE CHAMPIONSHIPS A LIMITED SUB-LICENSE TO USE THE WORD "OLYMPIC" IN CONNECTION ONLY WITH THE CHAMPIONSHIPS, CONDITIONED UPON BIDDERS ADHERENCE TO THE RESTRICTIONS AND REQUIREMENTS CONTAINED IN THIS BID APPLICATION. THE USOC RESTRICTIONS AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- 1) OBTAINING THE USOC'S PRIOR APPROVAL OF PROPOSED EVENT SPONSORS, SUPPLIERS, VENDORS;
- 2) OBTAINING THE USOC'S PRIOR APPROVAL IF CONSIDERING DESIGNATING AN "OFFICIAL AIRLINE" FOR THE CHAPIONSHIPS; AND
- 3) THE SUCCESSFUL BIDDER MAY APPOINT A DESIGNATED TRAVEL AGENCY FOR THE CHAMPIONSHIPS, WHICH AGENCY SHALL NOT BE LINKED TO THE USOC APPROVED "OFFICIAL AIRLINE."

ALL USOC APPROVALS ARE OBTAINED BY CONTACTING USATF PRIOR TO ANY SPONSOR, SUPPLIER, AND VENDOR AGREEMENTS ARE MADE AND REQUESTING USATF ASSISTANCE IN SEEKING USOC APPROVAL. UNDER NO CIRCUMSTANCE SHOULD BIDDER CONTACT THE USOC DIRECTLY OR REACH ANY AGREEMENT WITH A SPONSOR, SUPPLIER, OR VENDOR WITHOUT THE WRITTEN APPROVAL OF USATF.

## Part IV – Event Details

1) EVENT SITE (FACILITY AND/OR PARK NAME & LOCATION):

2) EVENT TITLE (USATF REG. 4-B): USA TRACK & FIELD NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS

3) PLEASE ATTACH A HISTORY SHEET LISTING PREVIOUS ASSOCIATION, REGIONAL, NATIONAL, OR OTHER CHAMPIONSHIPS HELD ON THIS SITE.

4) PLEASE ENCLOSE A COURSE MAP, SHOWING COURSE LAYOUT, IN ACCORDANCE WITH USATF COMPETITION RULE 244. INDICATE ON COURSE MAP THE LOCATION OF REGISTRATION CENTER, START LINE, AID AND MEDICAL STATIONS, SPLIT MARKERS, FINISH LINE, TOILET FACILITIES, AND MEDIA FACILITIES (IF APPLICABLE).

5) ATTACH AN ENTRY FORM FOR A PREVIOUS CROSS COUNTRY EVENT CONDUCTED BY BIDDER (IF ANY).

6) EVENT DATE: DECEMBER 10, 2005

7) COURSE COMPOSITION (% ASPHALT, CONCRETE, PAVED, UNPAVED, ETC.):

AVERAGE WIDTH OF COURSE:

NARROWEST WIDTH OF COURSE AND WHERE IT OCCURS ALONG COURSE:

8) COURSE RECORDS (IF APPLICABLE):

DIVISION

RECORD HOLDER

NATIONALITY

TIME

DATE

9) WEATHER CONDITIONS FOR THIS TIME OF YEAR:

AVERAGE TEMPERATURE DURING RACE TIME:

AVERAGE HUMIDITY:

AVERAGE WIND:

## Part V – Association

1) LOCAL ASSOCIATION:

PRESIDENT NAME:

TELEPHONE:

FAX:

EMAIL:

2) BRIEFLY EXPLAIN THE ROLE OF THE LOCAL ASSOCIATION, ITS OFFICIALS, AND/OR OTHER SERVICES IN THE PLANNING OF STAGING OF THE EVENT. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

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

### A. USATF Requirements:

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

### B. Bidder to Attach the Following:

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

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

### A. USATF Requirements:

- 1) Bidder is required to pay a refundable application fee in the amount of Five Thousand (\$5,000.00) Dollars. 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. Upon final award of the Championships, the winning Bidder will be required to pay a rights fee in the amount of Two Thousand Five Hundred (\$2,500.00) Dollars, in addition to the contract deposit.
- 2) The bidder will be required to execute a formal Championships agreement.
- 3) The bidder must demonstrate its financial responsibility to pay all of the expenses and show evidence of financial fitness to conduct the Championships, including providing USATF with periodic financial statements from the date of award through the competition, as requested.
- 4) Bidder may only contract with sponsors, suppliers, or vendors approved by USATF. This approval must be obtained in writing. No sponsor, supplier, or vendor may associate itself with the Championships, the Championships name, or the Championships logo, without the express written approval of USATF. No sponsor, supplier, or vendor that is not a USOC sponsor, supplier, or vendor may be associated with the Championships, the Championships name, or the Championships logo, and even then, only with USATF approval. No Sponsor, supplier, or vendor competitive with a USATF sponsor, supplier or vendor is permitted, unless specifically authorized by USATF.
- 5) The bidder will be required to promote and advertise the Championships in a first class manner employing all customary means (print, radio, television, website, etc). All proposed advertising copy, designs, photos, drawings, and logos must be approved in advance by USATF's Marketing Department, prior to publication.
- 6) Entry fees for the Championships will be retained by the successful Bidder.
- 7) Revenue from the creation and sale of Championship merchandise bearing USOC ("Junior Olympic") or USATF Marks, must be approved in advance by USATF, and must be negotiated with USATF. USATF reserves the right to conduct its own merchandising activities at the Championships.
- 8) Revenue from concession sales will be retained by the successful Bidder.
- 9) Bidder may create an exposition area provided that USOC and USATF sponsors and suppliers are given free space in prime locations. Bidder will retain revenue from exposition booth rental.

### B. Bidder to Attach the Following:

- 1) A proposed budget.
- 2) A proposed insurance and risk management plan for the Championships. General Liability, Directors' and Officers', Automotive Liability, Workers' Compensation, and other insurance policies will be required with limits and policy details to be determined. (Note: General Commercial Liability Coverage is provided with a USATF sanction. (See Part XII, 9 below.)
- 3) Details of any Championships merchandise Bidder wishes to create and sell.
- 4) Details of anticipated concession sales at Championships.
- 5) Details of anticipated exposition area with booth sizes(s), rental costs, and site map.

**USA TRACK & FIELD and USOC OFFICIAL SPONSORS**

The following are the existing Official/National sponsors of USA Track & Field as of May 1, 2003. Bidder should periodically check the USATF website for updated sponsor/supplier information. For a list of USOC sponsors, access its website at [www.usolympicteam.com](http://www.usolympicteam.com).

<u>USATF Sponsors</u>	<u>Product Category</u>	<u>USATF Suppliers</u>	<u>Product Category</u>
Nike	Sports apparel and accessories	Mondo	Track and field surfaces
VISA	Financial payment services (credit and debit cards, ATM cards, stored value cards, traveler's checks, vouchers, and electronic products/services payment)	UCS	Track and field equipment
		Stretch Rite	Athletic equipment
Xerox	Printing and reproduction equipment	24-Hour Fitness	Health Club facilities
General Motors	Automobiles, trucks, used vehicles, automobile service and repair, automobile parts, and automobile financing and leasing	Dartfish (USA), Inc.	Skills evaluation software and training system
Verizon	Telecommunications services		

**Part VIII – Housing and Meals (Attach Additional Sheets with Responses.)**

**A. USATF Requirements:**

- 1) Bidder must ensure that adequate hotel rooms or other appropriate housing are available to accommodate the expected 3,500 or more athletes, coaches, officials, and family members who will attend the Championships.
- 2) Bidder must be able to secure a headquarters hotel(s) that will reserve an adequate room block for participants and spectators, up to seven (7) days prior to Championships.
- 3) Bidder must ensure that adequate eating establishments or food service arrangements will be available for participants and spectators at the Championships.

**B. Bidder to Provide the Following:**

- 1) List the names of hotels or other properties that will participate in your proposed housing plan, the number of rooms available for participants at the particular hotels and/or properties, proposed rates (with or without meals) for singles, doubles, triples, suites etc., as well as meeting room space availability. Indicate distances from race course.
- 2) Name of headquarters hotel and indicate meeting rooms available for USATF use, if necessary.
- 3) Is other housing available near the course at varied rates? Yes      No
- 4) If bidder is proposing to use local college and university on-campus housing, please provide information about room availability, location of each dorm and dining facility in relation to the course, costs per room (with or without meals), type of room, number of persons per room, and whether climate control systems are available in each room (i.e. air-conditioning, heat, etc.) If bathrooms are shared, indicate how they are shared. (Note: On-campus housing should be a secondary housing resource. However, such housing is adequate for some athletes, officials and others, may desire these accommodations.)
- 5) List eating establishments within easy walking and driving distances of all proposed housing properties submitted. Specify restaurant dining hours.
- 6) Please indicate, if any, hospitality arrangements are planned (i.e. welcome function or pasta dinner etc.) Describe proposed hospitality arrangements, if any, on-site at finish line and/or key housing properties for athletes, coaches, meet officials, and/or USATF VIP guests.

**Part IX – Travel, Transportation, and Parking**

**A. USATF Requirements:**

- 1) Bidder must ensure that the host city has adequate transportation facilities and capabilities for those managing, participating in or spectating at the Championships.
- 2) Bidder must provide adequate parking arrangements at the competition site for the Youth Committee, USATF staff, and any VIPS designated by USATF.

**B. Bidder to Attach the Following:**

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

## Part X – Promotion, Advertising, and Publications

### A. USATF Requirements:

LOC shall consult with USATF to optimize public awareness of the Championships. LOC shall use its best efforts to promote the Championships, including through print, public relations, radio, television, Internet, and print publications, to generate substantial spectator and community support and extensive national awareness of the Championships. LOC shall consult with USATF's Marketing Department prior to engaging in any promotional or advertising activities.

### B. Bidder to Provide the Following:

- 1) Describe plan for creating awareness of and promoting the Championships via:
  - a) print advertising,
  - b) publications,
  - c) electronic or digital media (radio, television),
  - d) Internet,
  - e) other.

## Part XI – Facilities and Equipment

### A. USATF Requirements:

Bidder must provide all necessary facilities and equipment to host a first class cross country competition. Such facilities and equipment include:

- 1) Trailers with electrical power to house race management and press operations for timing and results, as well as copy machines, telephones, DSL lines, etc. Back up power service must be available.
- 2) Three (3) computers. Computer programming shall be used with a minimum of two (2) computers and a back-up computer.
- 3) Lynx computer software to handle protests.
- 4) At least one voice recorder and one number recorder per chute shall be provided by Bidder.
- 5) High speed printer for heat sheets and results.
- 6) Television monitor with VCR compatible with finish line cameras (Lynx system preferred). A television monitor, VCR and a tape-recorder shall be provided by Bidder at the meet site for viewing protests. The VCR must be compatible with the type of cameras used at the finish line and have frame-forward capability, with at least six (6) heads.
- 7) Clocks on course with adequate batteries.
- 8) Golf carts for mobility around course.
- 9) Snow fencing and roping for perimeter of start and finish line areas, to separate spectators from competitors.
- 10) Straw and sand for start and finish lines, in event of inclement weather.
- 11) Portable public address systems for starter and clerk at check-in.
- 12) Separated and secure clerking area with tables in permanent building or tents.
- 13) Eight (8) walkie-talkies for Youth Committee use.
- 14) Chute area shall include at least two (2) color cameras, with one camera pointed straight on the finish line at height sufficient that the chute workers do not obstruct the camera's view. Cameras must be on scaffolding at least 6-7 feet high. If cameras are portable, back up batteries must be available. All finish line cameras must be tested prior to first race to make sure camera angles are correct. Each race must be filmed on a separate tape.
- 15) Approximately twenty (20) port-a-potties at the start/finish area and twenty (20) at the competition staging area.
- 16) Separated secure area for award presentation.

### B. Bidder to Attach the Following:

- 1) A list of facilities and equipment from Part XI-A that Bidder currently has at its disposal.
- 2) A list of facilities and equipment from Part XI-A that Bidder does not currently have access to and indicate plans for securing these items.

10

## Part XIII – Race Management

### A. USATF Requirements:

- 1) The Competition Rules of USATF shall govern the conduct of the Championships.
- 2) The President or CEO 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 Committee 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: Six (\$6.00) Dollars for national meet.
- 4) The entry form shall specify late fees of Ten (\$10.00) Dollars 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 Five (\$5.00) Dollars to be charged for lost race numbers and, if applicable, admission and parking.
- 5) Bidder shall provide a draft of Junior Olympic Passport booklet (which includes race 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 July 15, 2005. 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.
- 6) The competition schedule as provided at USATF's Annual Meeting the year before event is hosted shall be used.
- 7) Opening ceremonies will be held on the evening prior to commencement of Championship race events. A parade of athletes shall be included and the athlete's oath shall be administered.
- 8) 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), individual awards will be furnished by USA Track & Field for the competitors finishing in the top twenty-five (25) places in each division.
- 9) 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 (\$1,000,000) Dollars per occurrence and Five Million (\$5,000,000) Dollars 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.
- 10) Bidder must send representatives of its Championships race management team, as observes, to the 2004 National Junior Olympic Cross Country Championships. Bidder's race management team must arrive no later than the first day of athlete packet pick-up.
- 11) Bidder must provide trophies/awards to first three (3) teams in each age division.

### B. Bidder to Attach the Following:

- 1) Draft Junior Olympic Passport booklet with Championships race schedule for approval of Youth Committee and USATF staff.
- 2) Plan for opening ceremony and awards ceremony.

## Part XIII - National Youth Committee

### A. USATF Requirements:

- 1) 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 staff.
- 2) Bidder shall provide transportation to and from its respective home city, the airport and the hotel, the hotel and competition facilities as well as meals and individual hotel rooms -- inclusive of two (2) days before and one day after the Championships -- for up to six (6) meet management and technical staff as designated by USATF.
- 3) Bidder shall provide transportation between the airport and the hotel, the hotel and the competition facility, meals and individual hotel rooms for up to fifteen (15) Regional Coordinators, or such other meet management personnel designated by USATF.
- 4) Bidder must provide three (3) full-size rental cars and one (1) seven-passenger van, preferably GM brand, for use of the Youth Committee and USATF staff, at no cost to USATF.

### B. Bidder to Attach the Following:

- 1) Details of anticipated travel arrangements for Youth Committee and USATF staff for pre-award site evaluation visit.
- 2) Details of anticipated hotel arrangements for Youth Committee and USATF staff for post-award site evaluation visits and the Championships.
- 3) Details of anticipated transportation arrangements for Youth Committee and USATF staff for site evaluation visits and the Championships.

## Part XIV - Officials

### A. USAIF Requirements:

- 1) Bidder must utilize USAIF certified officials to officiate the Championships.
- 2) Bidder must establish an officials and event staff hospitality area where food, fluids, and fruit are available throughout the competition.
- 3) Bidder is encouraged to provide accommodations and transportation for officials from outside the geographic area of the local Association.

### B. Bidder to Provide the Following:

- 1) Will officials from outside the Association be invited? Yes No
- 2) Will the event provide any of the following for the certified officials?

Transportation	Yes	No		
Food	Yes	No		
Lodging	Yes	No	No. of nights	_____
Meal at Event Site	Yes	No		
- 3) Indicate plans for delivery of fluids and meals to officials working at the Championships.

## Part XV - Volunteers

### A. USAIF Requirements:

- 1) Volunteers are an essential part of conducting a successful Championships event. Bidder must plan for the recruitment of a sufficient number of volunteers to ensure the success of the Championships.
- 2) Bidder must provide Volunteers with amenities such as t-shirts, toilet facilities, beverages, and or light snack, and transportation as appropriate.

### B. Bidder to Provide the Following:

- 1) Number of volunteers needed for the Championships.
- 2) Plan for recruitment of volunteers.
- 3) Plan for provision of amenities to volunteers.

## Part XVI – Safety and Security

### A. USAIF Requirements:

- 1) Bidder must ensure the safety of all athletes, officials, and spectators at the Championships.
- 2) Bidder must arrange for the appropriate number of uniformed security personnel to be available along the course and at the start and finish lines for the Championships.
- 3) Golf carts or similar vehicles must be provided to transport injured or incapacitated individuals from the Championships course.

### B. Bidder to Attach the Following:

- 1) Detail of security plans to ensure the safety of athletes, officials, and spectators during the event.
- 2) Indicate whether local police or private security personnel will be present during the Championships, and provide details.

## Part XVII – Medical

### A. USAIF Requirements:

- 1) Bidder shall ensure that adequate medical services are available for the duration of the Championships; a minimum of one (1) physician and ten (10) athletic trainers.
- 2) Certified first aid providers must be on-site at all times to cover the entire race course.
- 3) Vehicles for transporting injured athletes to the medical tent must be provided. USAIF's decision on the adequacy of medical services shall be final.

### B. Bidder to Attach the Following:

- 1) Bidder's plans for ensuring adequate medical services for athletes and spectators. Please note that the adequacy of medical services must be approved by USAIF.

## Part XVIII - Legal

### A. USATF Requirements:

- 1) After the Bid is awarded, it remains subject to site and compliance review to monitor the progress towards fulfilling the obligations and requirements contained herein and of any subsequent site-evaluation visits. Failure of Bidder to successfully complete the site and compliance reviews may result in forfeiture of the contract deposit and/or removal of Championships from Bidder, or both.
- 2) Upon award of the Championships, the successful Bidder shall execute a Bid Award Letter, which shall set forth any pre-conditions that must be satisfied in order to conduct a successful Championships. If Bidder is unable to satisfy the pre-conditions stated in the Bid Award Letter, fails to pay the contract deposit 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.

### B. Bidder to Provide the Following:

- 1) Name and title of individual with legal authority to execute a contract on behalf of Bidder.
- 2) Tax identification number of Bidder.
- 3) State Certificate of Good Standing, State Certificate of Authority or Board of Director's resolution authorizing Bidder to pursue hosting the Championships.

## Part XIX – Additional Information

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

## BIDDER STATEMENT

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Bidder), the entity seeking to host the 2005 USATF National Junior Olympic Cross Country Championships event (the "Championships"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Handbook and Bid Application Form. I understand all the requirements for hosting the Championships and I have the express authority to submit this Bid Application on behalf of Bidder. In particular, I understand that Bidder does not have the right to contract with any sponsor, supplier, or vendor without the expressed written consent of USATF. Furthermore, I understand that no sponsor, supplier, or vendor competitive with a USOC or USATF sponsor, supplier, or vendor will be permitted by USATF to associate itself in any way with the Championships. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in the Bid Handbook and Application, as well as all applicable USATF and IAAF Competition Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USATF and Bidder.

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

EVENT ORGANIZER/BIDDER

USATF YOUTH COMMITTEE

\_\_\_\_\_  
Print Name:  
Title:  
Entity Represented:  
Date:

\_\_\_\_\_  
Bob Flint  
Youth Athletics Committee Chair  
Date:

EVENT/RACE DIRECTOR

\_\_\_\_\_  
Name:  
Title:  
Entity Represented:  
Date:

14

## ASSOCIATION ACKNOWLEDGEMENT

I, on behalf of the \_\_\_\_\_ Association of USA Track & Field, Inc. hereby acknowledge that the Association has been consulted by \_\_\_\_\_ (Event Organizer) regarding the role it shall play if Event Organizer is awarded the 2005 USATF National Junior Olympic Cross Country Championships.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title:

15



*The national governing body for track & field, long-distance running, and race walking*

August 22, 2003

Robin Beamon  
Miami-Dade Parks & Rec.  
PO Box 540203  
Opa Locka, FL 33054

Dear Robin,

Enclosed you will find a Request for Proposal regarding the 2005 – 2007 USA Outdoor Track and Field Championships. The USA Outdoor Track & Field Championships have been and continue to be a successful event locally, nationally, and internationally. For example, standing-room-only crowds have packed Stanford's Cobb Track at Angell Field over the last two years and previous championships have been successfully staged in such cities as Eugene, Sacramento, and New Orleans.

The Outdoor Championships are the highlight of the Outdoor Golden Spike Tour (GST). The GST is an elite series of televised events with broadcast ratings that consistently out perform the NHL, WNBA, MLS, and some PGA events. The Championships will choose the teams for the 2005 (Helsinki) and 2007 (Osaka) World Championships and the 2006 World Cup (Los Angeles). As a result, television and print media from around the world cover the Championships and give the meet international exposure via newspaper, magazines, sports programming and on-line reports.

Be sure to identify the timelines for returning all pertinent information. We look forward to receiving your proposal. If you have any questions or comments, please do not hesitate to contact us.

Warm regards,

A handwritten signature in black ink, appearing to read 'C. A. Masback'.

Craig A. Masback

## VI. THE 2005-2007 USA OUTDOOR TRACK & FIELD CHAMPIONSHIPS EVENT PROGRAM

The following is a list of events to be conducted at the 2005-2007 USA Outdoor Track & Field Championships. As the IAAF updates the international event program, other events may be added. Exhibition events such as disabled, youth, and Masters events may also be added. All events and the formats of the competition must be approved by USATF.

Note: Separate races are contested for the open men, open women, junior men, and junior women. Please see the Attachment section of this handbook for a sample schedule of events.

<u>Men's</u>	<u>Women's</u>
100 Meters	100 Meters
200 Meters	200 Meters
400 Meters	400 Meters
800 Meters	800 Meters
1500 Meters	1500 Meters
3,000 Meter Steeplechase	3,000 Meter Steeplechase (1)
5,000 Meters	5,000 Meters
10,000 Meters	10,000 Meters
110 Meter Hurdles	100 Meter Hurdles
400 Meter Hurdles	400 Meter Hurdles
20,000 Meter Walk (2)	20,000 Meter Walk (2)
High Jump	High Jump
Long Jump	Long Jump
Triple Jump	Triple Jump
Pole Vault	Pole Vault
Hammer Throw	Hammer Throw
Shot Put	Shot Put
Discus	Discus
Javelin	Javelin
Decathlon	Heptathlon

(1) The distance for the junior women steeplechase is 2,000 meters.

(2) The distance for the junior men and junior women walk is 10,000 meters.

## VII. RFP INSTRUCTIONS

It is important all prospective bidders review these instructions closely and comply with each specific request. USATF will not review submitted proposals that are incomplete and not presented thoroughly. *(Note: Please label all responses with the appropriate topic heading and numbering scheme.)*

Following is an explanation of the RFP instructions, processes, and USATF's expectations of the bidding entity:

- A. Ten (10) complete copies and one (1) copy on CD ROM (either text or PDF format) of the USA Outdoor Track & Field Championships proposal must arrive at the USATF National Headquarters no later than **Friday, October 10, 2003**. Please send bid applications to:

Sandy Snow  
Manager of Events  
USA Track & Field, Inc.  
One RCA Dome, Suite #140  
Indianapolis, IN 46225  
(770) 396-9387

RFPs should be presented in loose-leaf binders or bound. A table of contents should be included in the bid application. To effectively illustrate your bid, photos, videotapes, maps, charts, etc. may be included. Submission of loose pieces of information or materials is strongly discouraged.

- B. All RFPs must be accompanied by:

1. The signed "Statement of Agreement" found in this RFP packet.

2. A check payable to USA Track & Field for one-third (\$25,000) of the \$75,000 rights fee to host the 2005 USA Outdoor Track & Field Championships. This initial deposit will be held in an account until thirty (30) days after the final selection and announcement of the successful bidding Local Organizing Committee and host city. A \$3,000 application fee will be retained by USATF to cover the cost of the USATF bid evaluators initial on-site visit and administrative costs. Once a site has been selected and finalized, refunds will be made to each unsuccessful bidder with a payment within 30 days. The successful bidder will forward a check for the balance of the rights fee within 60 days of the award of the bid.

- C. Once a bidder submits a completed proposal, a site visit will be scheduled by USATF. Site visits will occur during the Fall of 2003. A group of up to five (5) bid evaluators, including the Chairpersons of the Men's and Women's Track & Field Committees, or his/her designee, the Chair of the Athletes Advisory Committee (AAC) or his/her designee, and the Director & Manager of Events will visit each bidder's community/facility to assess the site and review the proposal. \*Bidders are required to provide a single room, meals and ground transportation for these USATF representatives, for a maximum of three hotel nights.\*

- D. If necessary, selected finalists will have an optional opportunity to make a final formal presentation to the USATF Officers, relevant USATF Sport Committees and National Headquarters staff at the USATF annual meeting in December.

VIII. 2005-2007 USA OUTDOOR TRACK & FIELD CHAMPIONSHIPS  
SITE SELECTION TIMELINE

August 25, 2003	RFP packets sent out to entities expressing interest in bidding.
October 10, 2003	Deadline for prospective bidders to submit official proposals.
Fall 2003	USATF site evaluation visits commence to bid cities.
November 17, 2003	Final bid adjustments submitted to the USATF National Headquarters.
December 3-7, 2003	USATF Annual Meeting – Greensboro, NC
December 6, 2003	Final presentations by bidding cities to the USATF Officers, relevant Sport Committees and National Headquarters staff (as necessary)
December 7, 2003	Site officially selected and bid awarded.
December 31, 2003	Event contract signed between the Local Organizing Committee and USATF.

Inquiries regarding this RFP may be directed to:

Sandy Snow, Manager of Events  
Sandy.Snow@usatf.org  
(770) 396-9387  
(770) 330-6482 mobile



## I. USA TRACK & FIELD

USA Track and Field ("USATF") is the national governing body ("NGB") for track and field, long distance running and race walking. USATF is a volunteer-driven, not-for-profit organization headquartered in Indianapolis, Indiana. USATF has a nationwide membership of more than 100,000 individual members. USATF promotes the sport of Track & Field through training programs and competitions for men, women, boys, and girls of all ages. Additionally, USATF's national governing body establishes and enforces the rules and regulations for track and field, race walking, and long distance running, and certifies records in those disciplines.

USATF is comprised of 57 member Associations that oversee the sport at the local level. Member organizations include the National Collegiate Athletic Association ("NCAA"), Running USA, the Road Runners Club of America ("RRCA") and National Federation of State High School Associations ("NFHS"). As the NGB for track and field, USATF is a member of the United States Olympic Committee ("USOC") and the International Association of Athletics Federations ("IAAF"), and is responsible for selecting athletes to compete in Olympic Games, Pan American Games, World Cup, and World Championships. Therefore, the USA National Championships serve as selection competition for athletes seeking to compete on a national team at one of these elite events.

USA Track & Field is a "Sport for Everyone - For Life," and we mean just that. USATF is more than a collection of elite athletes like Michael Johnson, Maurice Greene, Marion Jones and Stacy Dragila. Our programs appeal and extend to all levels of the sport. We offer grassroots and development programs such as the Junior Olympics for ages 8-18. In fact, the majority of our country's elite athletes, including our leading Olympians, have progressed through the USATF development system. USA Track & Field is "run" by people like you - those involved and interested in track and field, long distance running, and race walking.

We at USATF are proud of our continued success as an organization and of our storied history; however, the past four years have been particularly special for USATF. We have more than doubled our operating revenues and quadrupled our sponsor revenues. Our sponsor partners include Visa, Nike, Verizon, General Motors, and Xerox, among others. Last year, more than 40 nationally televised programs featured track and field, and our TV ratings increased as the majority of other sports experienced a loss in audience share. This increased television exposure has greatly benefited our sport by exposing the nation and the world to our athletes, who comprise the #1 ranked team in Track & Field at the World Outdoor, World Outdoor, World Youth Championships, and World Junior Championships during the last two years.

We at USATF are looking forward to working with you to host a USA national championship event. As you read through this RFP, please take note of the instructions and requests for formation. We feel this RFP will assist you in understanding USATF and our Championship event bidding process. As the NGB, USATF is responsible for organizing the national championships. Under our organization's Bylaws, our Sport Committee Chairs have the primary responsibility for the selection and conduct of these events. These competitions are designed to showcase top-level competition at quality sites around the United States and provide competitive opportunities for USATF member athletes and the sporting public. One note, USATF championships are held in all age categories from youth athletics to masters and across all event disciplines, from track and field to marathon running. After reviewing the attached RFP information, if you have any further questions about our Championship events please contact one of our Sports Chairs or USATF Events Department.

Kobin's work copy

21

#### IV. TIPS ON BIDDING FOR A USA OUTDOOR TRACK & FIELD CHAMPIONSHIP

This Request for Proposal (RFP) Handbook is intended to serve as a guide for those seeking to host a USA Outdoor Track & Field Championship (USA Championships) and the Junior Championships that run concurrently. Prospective bidders should use this handbook to:

**A. Determine the scope of the bid.**

The scope, essential characteristics and requirements for staging successful USA Track & Field Championship events vary greatly. Elite national championships, like the USA Outdoor Championships, are stand-alone events organized entirely from scratch. They are typically large sports and entertainment productions that feature Olympic caliber athletes and are televised nationally and internationally. Other events may be more modest in scope and requirements.

Throughout this document, the phrase "USA Outdoor Track & Field Championships," "Outdoor Championships," and "Championships" all refer to the combination of the open meet, the junior meet and the combined events. The junior meet is the Junior Championships, the national championship meet for athletes ages 19 and under.

**B. Decide the USA National Championship(s) on which to bid.**

It may be possible to bid for more than one championship at a time. If this is your first time bidding for a national championship, and your organization has never conducted a major track and field or road racing competition, we recommend that you consider bidding on a smaller championship in order to gain experience. Consult the USATF Events Department at the National Headquarters at (317) 261-0500 for assistance with these important particulars.

**C. Contact your local Association of USA Track & Field.**

USA Track & Field is geographically divided into 57 local Associations, all of which conduct local track and field activities in their respective geographic areas. These USATF Associations are experts in conducting local, and in some instances, national level competitions and have many of the answers to the questions that you may have. **USATF Regulations require that you obtain a signed acknowledgement from the relevant USATF local Association certifying that you have consulted with them concerning the role the Association will play if you are awarded a national championship (See USATF Regulation 4 and the "Association Acknowledgement" on page 31 of this document).** We encourage you to work hand-in-hand with your local USATF Association. A list of USATF Associations can be obtain by calling USATF at (317) 261-0500 or visiting the USATF web site at [www.usatf.org](http://www.usatf.org).

**D. Adhere to special requirements.**

Depending on the type of national championship event for which you are bidding, there will be special requirements and considerations. For example, the USA Outdoor Track & Field Championships requires a rights fee and has an anticipated competition pool of 1,500 athletes. The selected site will have a minimum seating requirement for athletes, coaches and their representatives. The facility must have (or must install temporarily) key elements such as adequate lighting for TV purposes, finish line announce positions, and an in-stadium video board system.

**E. Contact persons with knowledge and expertise.**

Please feel free to contact any of the USATF Officers, the Sports Committee Chairpersons, or the Events Department listed on pages 2 and 3 of this Handbook for assistance with your bid.

**F. Minority Participation.**

It is the policy of USATF to encourage the use of Minority Business Enterprises ("MBE's"). The purpose of this program is to promote full and equal business opportunities for MBE's in bid contracting for championship events in accordance with the goals outlined at USATF's Annual Meeting. USATF serves a racially, culturally, socio-economically and otherwise diverse constituency. The organization seeks to create meaningful opportunities for participation of women, racial and ethnic minorities, and persons with disabilities, as well as encourage their participation in all its activities.

## IX. THE HOST AND ITS COMMUNITY

Hosting the 2005-2007 USA Outdoor Track & Field Championships involves joining the efforts of the host community and USATF in areas such as event administration, corporate support, marketing, promotion, local government agency support, and the selection and management of volunteers and officials. USATF will work with the successful host organization to develop marketing strategies and to structure promotional programs, development clinics, sport science programs, coaching education clinics, school visits, and athlete programs. These events should take place prior to and during the USA Championships. USATF expects the successful bidder to provide the highest quality of products and support services available to athletes, administrators, and spectators. USATF will actively manage the event, with all persons and organizations involved with the staging of this event approved by USATF and the appropriate Sport Committee Chairs.

Selection of a site will be made by the Men's & Women's Track & Field Chairs or their designated site selection committee, two Athlete's Advisory representative's and the CEO of USA Track & Field. Approval of the Men's & Women's Race Walks will be handled by the Men's & Women's Race Walking Committee Chair.

## X. HOST ORGANIZATION & BID CITY'S COMMITTEE OUTLINE OF REQUIREMENTS

### A. THE LOCAL ORGANIZING COMMITTEE

The local organizing committee is the catalyst for executing all local/regional event fundraising activities, building media relations and the development of public awareness campaigns. The goal of this committee is to have representation from key local entities, i.e., Convention & Visitor Bureau, Sports Commission/Council, Chamber of Commerce, Mayor's office, Media (print, radio, TV), USATF local Association, State High School Athletic Association and the local track and field community.

The Chair of the LOC should be dynamic and possess strong business, civic and media contacts within the city. This individual provides immediate credibility to the Committee's fundraising efforts when presenting local sponsorship opportunities for the 2005-2007 USA Outdoor Track & Field Championships.

The primary goals of the LOC are:

- Promote public awareness for the event within the business and civic community.
- Raise funds to support the staging of the USA Championships.
- Work in conjunction with the USATF Marketing Department to secure local event sponsors, develop tailored packages and sell tickets.
- Develop community outreach programs aimed at schools, service organizations and local USATF track clubs.
- Create initiatives that provide the city with a sense of "ownership" and a platform for building a legacy association with the Outdoor Track & Field Championships.

Please provide the following information concerning your proposed LOC:

1. Detailed information concerning the host organization's experience in staging major athletic competitions or other events. Please specify the event name(s), date(s), nature of event, budget, number of competitors/participants and attendance figures.
2. The legal name, address, web page address, telephone and fax numbers and the legal form of the sponsoring organization bidding for the 2005-2007 USA Outdoor Track & Field Championships. List name and background information of key management personnel who will be responsible for the conduct of this event. Provide an organizational chart of the proposed event management team.
  - a. State your recommendation for Technical Director(s) and their expertise in track and field and/or in the conduct of track and field events. *(Note: The USATF Men's and Women's Track and Field Committees and Race Walking Committee, in conjunction with USATF National Headquarters staff, shall have overall responsibility for the administration of the event. A USATF meet management team will be selected for this purpose.)*
3. Identify and describe in detail what opportunities exist for the meaningful participation of women, racial and ethnic minorities, and persons with disabilities at all levels of the planning, management and conduct of the USA Championships, and what if any will be implemented. Provide demographic information on all these individuals (i.e. gender, ethnic background, disability).
4. Provide information regarding the bidding organization's assets, existing funding sources, start-up budget and its proposed funding sources for the event.

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5. Name other organizations, if any that will conduct or assist in the conduct of the event. Explain the relationships and responsibilities of any additional organizations. Include their event experiences and background information.
6. The Local Organizing Committee of the successful bidder ("LOC") is responsible for housing and meals for a designated number of competition officials for the duration of the competition. This plan will be developed in cooperation with the USATF National Headquarters and National Officials' Association ("NOA"). The NOA will develop the selection process for all competition officials, all of whom must be certified and approved by USATF. Please provide the number of USATF-certified officials within your association.
7. Key officials such as Area Technical Officials ("ATO's"), Referees, Clerks, and Starters will be appointed by the Chairs of Men's and Women's Track & Field Committees and NOA.
8. An event production team (PA Announcers, Field Spotters, On-field MC) is responsible for the in-stadium entertainment aspects for the Championships. This group will be developed by the LOC in consultation with the USATF National Headquarters and must be approved by the Chairs of the Men's & Women's Track & Field Committee. All travel, housing and meals for this group are the responsibility of the LOC.

#### B. MEET MANAGEMENT COMMITTEE

In addition to the LOC, there will be a very active "Meet Management Committee" dedicated to staging an outstanding championship. This is a select group of individuals who have extensive knowledge and experience in organizing elite track and field meets. Many of these persons are selected by the LOC but must be approved by USA Track & Field National Headquarters. They work closely with National Headquarters staff on the planning and execution of the USA Championships. These individuals may perform more than one task if the operational areas have a commonality in order to provide synergy. Listed are brief job descriptions of key positions:

1. **Director of Events, Technical Director and Events Manager (USATF staff)** - These individuals serve actively on the LOC and are responsible for event oversight. They are the liaisons to the Men's and Women's Track & Field Committee and Race Walk Committee Chairs, LOC and Meet Management Committee on a day-to-day basis.
2. **Volunteer Coordinator** - This person is responsible for the recruitment of local persons to work the USA Championships. This includes assigning duties, scheduling training, coordinating credentialing and uniform process, and daily event coordination for all volunteers.
3. **Heat Sheet/Results Coordinator** - This individual coordinates the paper flow for both heat sheets and results. This individual is crucial to the success of the meet and should be extremely well organized and detail oriented.
4. **Field of Play Manager** - This individual's main function is to see that the field of play is operational with all necessary equipment, sectors and personnel in place. The set-up must be in accordance with USATF and IAAF technical rules.
5. **Equipment Manager** - This individual is responsible for all equipment procurement, maintenance and set-up on the field of play. He or she oversees all volunteer crews that handle equipment on the field of play; i.e. basket crews, hurdle crews and block crews.
6. **Medical Coordinator** - This individual is responsible for recruiting and organizing the medical staff required for the USA Championships, i.e., doctors, trainers, chiropractors, physiotherapists, etc. He or she also orders all supplies and equipment that will be needed. Note: These are

volunteer positions which Dr. Harmon Brown - USATF Sports Medicine & Science Committee Chairman, will assist in the recruitment process if necessary.

7. **Communications Coordinator** – This person is responsible for planning and managing the communications needs, i.e., cell phones, two-way radios, and pagers for the USA Championships. Coordinates the staff instruction, distribution, and equipment maintenance processes.
8. **Security Coordinator** – This person secures and manages both volunteer and paid security staff for the USA Championships. Should be very knowledgeable of the facility, evacuation procedures and security awareness alerts/procedures.
9. **Officials' Coordinator** – This individual is the Officials or Certification Chairman from the local USATF Association involved. This individual becomes a member of the USATF Officials Selection Committee and attends the selection meetings at the USATF Annual Meeting the year prior to the event. This person is responsible for planning and organizing aspects of operations related to Officials, i.e., event assignments, housing and transportation shuttles, and on-site hospitality area.
10. **Transportation Coordinator** – This person is responsible for developing and implementing the USA Championships transportation plan. This includes all competition and practice venues, airport(s) and designated hotels,
11. **Doping Control Liaison** – This individual works with USATF and the U.S. Anti-Doping Agency, USADA, to ensure that all volunteer chaperones and testing area are organized and secured under the prescribed protocol. He or she is available to assist doping control staff for the duration of the USA Championships.

Tell us about any individuals you have in mind for any of these positions and their relevant experience.

### C. THE BIDDING HOST CITY/COMMUNITY

We welcome the opportunity to learn more about your community.

Please provide the following:

1. Pertinent details about the host city, population of the city and the metropolitan area, local demographics, local colleges and universities, the surrounding area(s), etc. List and/or discuss amenities or special features available in your community.
2. Endorsements and/or letters of cooperation from universities, the community, and state or local governments.
3. Background information on local newspapers, TV affiliates, and top radio stations.\* Please include status, ratings, audiences (listenership/viewership, etc.). Provide information on the success of media coverage with past events hosted by your city. Also, indicate the expected level of media cooperation and support for the Championships.
4. A list of all known major local and regional USATF and/or USOC Olympic sponsors with headquarters or offices in your region. (*Note: Please see the USATF and USOC websites for current list of sponsors.*)
5. A list of all major companies, including any Fortune 500 companies, located within your city or the surrounding area(s).

6. A list of local major and professional sports teams and local amateur sports development agencies.
7. A list all major events to be hosted in your community twelve (12) months before and twelve (12) months after the date of the event.

#### D. THE BIDDING FACILITIES

We welcome the opportunity to learn more about your facilities.

In this section we request certain information from you and also present our technical requirements for the event:

1. Provide the name and location of the stadium and/or other facilities where the USA Championships will be conducted.

The LOC must provide the exclusive use of the facility from the Monday prior to the start of the USA Championships through (and including) the following Monday. This time period will allow for proper set-up of the event, tear down, and clean up after the event. The facilities must be available for the aforementioned dates. Please provide evidence of availability of facilities during relevant time periods. Also, please provide the name(s) and title(s) of the individual(s) conferring the authority for such availability.

2. Provide information regarding any/all exclusive promotional and/or marketing agreements with the LOC and/or the stadium. Provide information on any existing or pending arena contracts (i.e., pouring rights, commercial signage/advertising tenants, concessions vendor(s), merchandise vendors, etc.). USATF requires a "clean" venue. Indicate whether existing or permanent signage may be covered, if necessary.

3. Provide a list of major events previously conducted or contractually slated to be conducted in the stadium. Fully describe each event; indicate dates, size, media coverage, etc.

4. Please list any/all major events to be hosted in your stadium twelve (12) months before the dates of the 2005-2007 USA Championships and list any known event(s) to be hosted immediately following the event.

5. **Technical Specifications**

The USA Outdoor Track & Field Championships are a high-level track and field event. Accordingly, the facility, equipment and standards used should conform to "optimal" standards, standards that are often higher than those listed in either/both the USATF and IAAF rulebooks. As such, the following is provided as a guideline for what is expected of a USA Outdoor Track & Field Championships facility.

An organization wishing to bid to host this event should obtain both the current USATF Competition Rulebook and the IAAF Handbook. They contain the technical specifications for all track & field events and provide answers to most technical questions. *However, while the standards in these books may be used in most areas, the specifications cited below supersede those contained in either/both of the rulebooks listed above.*

USATF requires submission of detailed drawings to scale (architectural, CAD, etc.) for the arena and track, and the layout diagram of the proposed field of play (i.e. actual competition areas). USATF must approve all facilities, proposed competitions areas and equipment. Please also include all technical specifications.

## 6. Track Specifications

The track must be a 400-meter oval, with a single radius turn between 35.0 and 38.0 meters (114'10" and 124'8"). A 36.5 to 37.0 meter (119'9" to 121'5") radius is seen as optimal. A "broken back" [=double radius] track, equal to or better than the optimal distances listed above, is also acceptable.

The track must have 8 lanes. Facilities with a 9<sup>th</sup> lane, particularly on the sprint straightaway will be looked upon favorably. All lanes should be viewable by television cameras placed in the stands at the finish line. All lanes must be 1.22 meters (48") in width. A steeplechase water jump must be part of the track, located either on the inside or the outside of the oval.

The track must be striped and marked to USATF and/or IAAF specification, and this striping should include any marks required to conform to current automatic timing requirements.

The running track, jumping runways and javelin approach must be a synthetic surface, with such material meeting the highest standards under the current IAAF Track Certification Program. Mondo is an official supplier of track and field surfaces to USA Track & Field and the world's leading manufacturer of artificial track surfaces.

All running, jumping and throwing surfaces and landing areas must meet IAAF specifications as to allowable slopes and inclinations.

The track must have curbing around its circumference, which meets IAAF specifications. This curbing must, if necessary, be removable for the runners to access the steeplechase water jump and, where necessary, for jumpers' unobstructed use of field event areas.

### Race Walking Course

Race Walk competitions may be conducted entirely on the track, however, if the walk is conducted outside of the stadium there must be an area near to the track stadium onto which a race walk loop course can be laid out. Typically, this course will be a 1,000 USATF/IAAF certified meter loop on a paved road, located in a full or partially shaded area that is within 1,000 meters of the track itself.

## 7. Jumps Area Specifications

### Horizontal Jumps:

It is preferable that there be two parallel, two-directional horizontal jump runways, located on the same side of the track facility. These runways must be 1.22 meters (48") in width. These runways must be a minimum of 45 meters (147'8") in length, for both the long jump and triple jump events.

The recommended placement of horizontal jumps foul boards is as follows: Long Jump (men & women) at 3 meters (9'10"); Triple Jump (men) at 13 meters (42'8"); and, Triple Jump (women) at 11 meters (36'1").

### Pole Vault:

It is preferable that there be two parallel, two-directional pole vault runways, located in one of the (two) "D" zone, opposite the one planned for the high jump. These runways must be 1.22 meters (48") in width. These runways must be a minimum of 45 meters (147'8") in length, as measured from the back of the pole vault box to the start of the runway.

Pole vault landing pits must be of the current highest quality and size, with a minimum pit width of 6 meters (19' 8") and minimum pit depth, as measured from behind the plant box, of 6.15 meters (20' 2"). These should be a minimum of 5 meters (16' 5") landing surface behind the plant box.

High Jump:

The high jump area must be located in one of the "D" zones of the track facility, preferably an area large enough to hold two concurrent high jump competitions. The area should have a minimum approach of 20 meters (65' 8") as measured outwards from below the high jump bar. It is strongly recommended that a greater distance than the above be provided, but it is understood that this distance is subject to the limit of the "D" zone area (the size of which is dictated by the radius of the track).

8. **Throws Area Specifications**

All throws areas (shot put, javelin, discus and hammer throw) should be located within the track oval. While throws areas located outside will be considered, they would be considered an inadequate situation. Throwing surfaces and implement landing areas must conform to USATF and IAAF specifications for surface material/preparation and inclinations. They should be designed with special attention to the safety of athletes, officials and spectators.

Shot Put:

There shall be two shot put circles/landing areas, both located in the same "D" zone of the track complex, located within the synthetic surface or in an area specially prepared for the shot put event. A second set of shot put circles located in the opposite "D" zone would be considered "optimal."

Discus and Hammer Throw:

There must be one combination discus/hammer area, consisting of either two separate circles or of one discus circle into which can be fitted an insert for the hammer throw. These circles should be located in one of the "D" zones, and placed to take advantage of favorable wind conditions affecting the discus throw. A second discus circle, in the opposite "D" zone, would be considered "optimal."

A protective cage, which conforms to USATF/IAAF standards, is required for each hammer/discus throwing area. Note that this can be a costly item to obtain and install.

Javelin Throw:

A javelin runway, located in one of the two "D" zones, is required. A second javelin runway in the opposite "D" zone would be considered "optimal."

The synthetic surface material for the javelin runways should be the same as that used on the track and jumping event surfaces. The runway should be 36.50 meters (119' 9") in length, but certainly not less than 30.00m (98' 5").

9. **Warm-up Areas**

In addition to the competition track, a separate warm-up track and/or area is required. This area will be used for athlete pre-event warm-up, post-event warm-down, and will be the location for the clerking and sports medicine facilities.

The ideal facility will have a second ("warm-up") track, which is located near to the competition track. Ideally, this track will be comparable in size and surface to the competition facility. However, tracks with 6, or 4, 1.07m (42") lanes would serve well as the warm-up track; or

Not having the above, the next consideration would be to have a large grass field that is located near to the competition track. Within this field would be an 80-100 meters straightway, 3-4 lanes (48"0) wide, of the same synthetic surface material as the competition track itself; or

Not having either of the above, the final consideration would be to have a large, smooth grass field that is located near to the competition track. This would be marginally acceptable since, in the event of inclement weather either before or during the days of competition, this grass area could become a problem for athletes and management. As such, a grass warm-up area is seen as the least desirable of all possible warm-up facilities/track.

#### 10. Summary of Requested Technical Specifications

- a. Name(s) and street address(s) of facilities.
- b. Maps and drawings of facilities.
- c. Size of stadium and seating capacity.
- d. Composition of track surface, brand name, and surface installation date(s).
- e. Number of lanes on straightaways and number of lanes around track.
- f. Width of lanes.
- g. Circumference of track. (Provide Surveyor's Dimension)
- h. Distance measurements.
- i. Number of finish lines and their locations(s).
- j. Direction of lane races.
- k. Radius of curves. True arc or broken back curves. If latter, give all radii.
- l. Length of shoe spikes that may be used on track surfaces and runways for all events.
- m. Composition of inside curb, including height and width (curb must extend around the entire track).
- n. Location of steeplechase water jump(s) in relation to track layout (inside or outside).
- o. Field events for which you have dual facilities: PV-HJ-LJ-SP-WT-TJ.
- p. Describe each field event facility and indicate (for each):
  - Composition
  - Type of runway
  - Length
  - Width
  - Radius of apron(s)
  - Size of landing area(s)
  - Type and brand of landing pits and standards
- q. Location of all field event areas in relation to the track layout.
- r. List of field events, if any, conducted outside the arena.

- s. Location of Meet Referees and officials stand (finish line area preferred)
- t. Composition of infield area within competition venue
- u. A layout of the Race Walk course. If an off-track road course is used, indicate exact locations of access points to track and mark the start and finish lines on a track diagram.
- v. Chart indicating prevailing wind conditions in the morning, afternoon and evening.

#### 11. Other Technical Areas & Systems

In addition to the facilities described above, there are other technical systems that are required and/or recommended for a site that will host the USA Outdoor Track & Field Championships. Listed below are the details for the most important of these technical systems or areas.

Within the entire track oval, there should be a 220v power system, with at least six (6) power outlets. Four of these outlets should be located at/near the starting lines, and the remaining two located midway on both straightaways. In addition, it is expected that there will be power sources located in/near the stands on both sides of the track.

It is recommended that there be a minimum of four (4) conduits placed under the track, each to be located at/near the "tangent" points of the track, in order to accommodate the needs of both timing/results processing and television. At the common finish line, a 6-inch pipe is recommended, while 4-inch pipes are recommended for the remaining three "tangent" points.

There must be a quality sound system for the entire stadium area. This system must be capable of providing sound to the practice track/warm-up areas as well.

There should be a state-of-the-art scoreboard in the stadium, which has the capability of being interfaced with the timing/results processing system. Facilities with advanced graphics and/or video and TV network interface capabilities on their scoreboards will be viewed favorably.

The stadium must have a lighting system that is sufficient to meet the technical requirements of television broadcasting in the late afternoon and evening. A minimum of 120-foot candles is requested (though this may vary by facility). The system must provide even lighting throughout the oval (including turns), and the infield of the competition facility. In addition, the host broadcaster will require dedicated power at the competition facility within the proposed broadcast compound. The host facility will be required to meet the lighting, power and space requirements of the host broadcaster as determined by site visits and negotiations conducted in October & November 2003.

#### 12. On-Site Work & Meeting Rooms

At a USATF Championships, separate areas must be provided in the venue for the working press (including a press box), the timing results processing team, the announcing/production team, and the meet operations team. In addition, rooms are needed for other meet related activities, several of which are listed below.

1. USATF Meet Management office.
2. Men's & Women's Track & Field Committee and Referees and Jury of Appeals room.
3. Facilities for the carrying out of an extensive doping control operation. Ideally, there would be at least two, separate rooms located within facility, typically located in/near the home and visiting team's bath and locker rooms. Adequate, single-sex voiding stations are required as an integral part of this area.

4. A large room or tent that will be used by the Competition Officials for meetings and meal service. Ideally, this room will be near to toilet and changing facilities for the officials.
5. A large room or tent that will be used by the Volunteers for staging, meetings and meal service.
6. A room(s) or tent for VIP/hospitality functions.
7. A room(s) or tent for both Emergency and Meet Medical service.
8. An interview area ("mixed zone") for the media to talk with the athletes should be located proximate to the common finish line on the track. This area should include tables and chairs for the athletes and their equipment.
9. Room(s) or tent(s) for the International Teams sign-up processing. This room or area should include tables, chairs, and office equipment for use in the sign-up process.

13. **Auxiliary Track and Field Areas/Facilities**

Practice and warm-up areas must be provided for the athletes and must be available for use for the duration of the 2005-2007 USA Outdoor Track & Field Championships. Both practice facilities and the medical training facilities should be available and be serviced by cleaning crews at least one week prior to the first day of competition and daily throughout the competition.

Indicate the type of warm-up areas available for the various events and the location(s) in relation to the stadium.

Provide information on the number of practice facilities available. Indicate the dates of availability, the physical location(s), and the location(s) in relation to the stadium. Also indicate the track and field surfaces and infields of each facility.

Indicate the type of cages available for each throwing event.

Provide information on the number of medical training facilities available. Indicate the dates of availability, the physical location(s), and the location(s) in relation to the arena. Also, indicate each location's proximity to whirlpools, taping and treatment tables, servicing infirmaries and hospitals.

14. **Facility and Event Operations**

The minimum acceptable seating capacity is 7,500 (including permanent seating, temporary seating and standing room). Please provide the arena capacity and a seating manifest for the event with proposed ticket pricing.

Describe the number of parking spaces available for the 2005-2007 Outdoor Track & Field Championships for automobiles, buses, television production trailers and vehicles. Indicate the location of the parking area(s) in relation to the stadium (proximity, adjacency, etc.) (*Note: Free parking must be made available for television trailers and TV production staff, USATF's management team, and all competition officials.*)

Provide emergency evacuation plan for the stadium and adjunct facilities being used for the event.

Provide information on the stadium's existing and/or proposed audio system and video scoreboard.

Provide details on stadium lighting (avg. foot candles, coverage area, type). *Note: Lights must be sufficient for television with at least 120 foot candles evenly directed at the track – lighting requirements are highly dependant on the facility).*

Provide information regarding the press box/area(s). Indicate the number of existing workstations, available power supply and Internet access (dial-up) or high speed) within the press box/area. Also, indicate the ability to convert areas into auxiliary press areas without dramatically creating a loss of seats for sales. Indicate the number of auxiliary stations able to be created by the process and indicate the affect this will create on the seating capacity. Indicate the location of a separate on-site air-conditioned room for Xerox copiers/press operations.

Indicate space and location proposed for Television Compound and the status of the facility conduit system.

Indicate availability of appropriate staging area for assigning television cameras and photographers.

Indicate the available locations of permanent or temporary facilities at the stadium for the following: Drug testing, including restrooms for males and females (please be specific); National team operations and dedicated coaches' area; Men's and Women's Track & Field Committee, Referees, and ATO area; and, Fan Expo (merchandising, food concessions, and product displays).

Indicate the number and placement of existing phone lines and high speed internet connections in the venue, media and other areas. The LOC is responsible for the provision of necessary phone lines and power to conduct the competition (including timing & scoring) and ancillary activities. Included in this provision are the following phone lines dedicated to USATF use: 4 for media operations and on-line services and 3 for meet operations (control center, fax machines, etc.). Please note that as many as 20 additional lines may be needed to support media and television operations; however, the LOC will be reimbursed (at cost) for these lines by the users.

Provide the total number of existing and/or proposed hospitality suites or areas within the stadium.

Indicate the location and other features of VIP seating.

Indicate overall volunteer plan that includes recruitment, training, and management. The LOC is responsible for recruiting 150-200 volunteers for event operations, drug testing, and various other assignments.

#### 15. **Event Equipment, Implements, and Devices**

USATF National Headquarters and the Men's & Women's Track & Field Committee Chairs must approve the use of all equipment within the three categories prior to the signing of any agreements.

Provide the type and brand name of timing devices, including starting block system, used at the stadium. *(Note: USATF requires a fully automatic timing system be used for the USA Championships, capable of driving an interface clock system to the television production truck which is unencumbered with any commercial advertising.)*

Indicate the type and brand name of the event equipment, implements and measurement boards and devices to be used at the USA Championships (i.e. hurdles, landing pits, jump/vault standards, etc.) Also, provide the quantities of each. Official USATF suppliers (if applicable) must be used and have the first right of refusal to provide the necessary equipment at a discounted

cost to the LOC. USATF has final approval of timing devices and suppliers, including starting blocks with false start detection systems

Provide the number of stadium scoreboards. Indicate size(s) and location(s). Also, indicate the capabilities of the scoreboard(s) (i.e., graphics, audio, video, etc.).

## XI. HOUSING AND MEALS

Housing, meals and meeting rooms are a necessary and essential aspect of conducting the 2005-2007 Outdoor Track & Field Championships. The basic requirements include: an Event Headquarters hotel, secondary athlete housing options and housing for competition officials.

### A. HOUSING

List the names of hotels or other properties that will participate in your proposed housing program(s), the number of total rooms available per hotel and/or properties, proposed rates (with or without meals) for singles, doubles, triples, all suites etc., as well as meeting room space availability. Please provide hotel floor plans and indicate meeting rooms available for USATF use. **USATF shall review, designate and contract with the chosen property for USA Championships headquarters and athlete hotels.** Please provide evidence of firm, but not binding, advance commitments or confirmation of availability and pricing. Please note that LOCs may contract with hotels to generate rebates and commissions for non-credentialed persons but the headquarters and athlete hotel(s) shall not include any commissions, rebates, surcharges, or other so-called "up-charges."

Bidder shall provide housing and meals to all competition officials, free of charge.

Adequate housing must be available for press, administrators, coaches, and VIP's. Those individuals will cover their own costs. Briefly explain your proposed accommodations program for these groups of people. Indicate where each housing and dining facility option is located with respect to the stadium/track and field facility and USA Championships headquarters hotel.

Bidder shall provide USATF competition management (Meet Management, Referees, ATOs, Clerking Coordinator, Jury of Appeals) housing and \$40/day per diem for the duration of the event (maximum 6 days). The estimated number in attendance is 20 to 25 persons. Please outline your accommodation plans for these individuals. The LOC is also responsible for ground transportation to and from the airport and hotel for these individuals. *approx 6000.00*

If bidder is proposing to use local colleges and universities for on-campus housing, please provide information about room availability, location of each dorm and dining facility in relation to the track and field facility, costs per room (with or without meals), type of room, number of persons per room, available housekeeping service and type of cooling system (i.e. available air-conditioning), etc. If bathrooms are shared, indicate how they are shared. Note: on-campus housing should be a secondary housing resource. However, such housing may be adequate to offer officials, athletes, coaches and others who may desire these accommodations.

### B. MEALS AND HOSPITALITY

Detail the meal services plan for officials, volunteers (as determined by local organizers), and working press. It is the organizer's responsibility to provide meals to the officials (as noted above) and the working press during competition. The extent of volunteer meals is at the organizer's discretion; however, USATF strongly recommends an adequate volunteer meal plan be included in your bid.

List eating establishments, fast food or otherwise, within easy walking and driving distances of all proposed housing properties. Specify distance (i.e. one-half mile) to the stadium and hotels and the restaurant dining hours.

Indicate hospitality arrangements (i.e. welcome function, on-site at facility, key housing properties) for athletes, coaches, meet officials, and USATF VIP guests.

## XII. LOGISTICS

### A. TRANSPORTATION

A complete transportation plan must be submitted with your bid. The plan should include overall considerations such as location, air travel, city-wide street systems and mass transportation options. In addition, event-specific considerations should be presented in detail. Please include the following in your plan:

1. Provide a list of transportation systems within your city/community available for public use and providing access to the facility and hotels. Indicate plan for coordination of transportation routes with state and local authorities. Indicate the name(s) and location(s) with respect to the housing sites, stadium and other athlete facilities.
2. Name all airlines servicing the airport(s) and the number of flights in and out of your city each day. List any airlines with major hubs in your city.
3. **The host organization should arrange for free transportation (i.e. shuttle bus) for athletes, press, and officials to and from the airport and the housing facilities throughout competition, beginning two (2) days prior to the first day of competition, and must also furnish transportation services to and from the housing and the athletic facilities during competition and practice periods. Special early arrival arrangements must be made for the transportation of USATF competition management, referees, ATO's and jury of appeals that are responsible for conduct of the USA Championships. Provide plans for their ground transportation service.**
4. List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
5. Provide plan for transporting vaulting poles to/from airport, practice, and competition venues from proposed housing locations.
6. Provide distance from airport to hotels. Indicate those hotel providing free airport shuttles.
7. Describe plan for airport greeting and shuttle bus services.

### B. SECURITY

Please provide your security plans for the following:

1. USATF, in consultation with the LOC, will produce the event credentials to control access at key venues (warm-up, practice, and competition), event transportation, and hospitality (athletes, coaches, officials, and USATF VIP guests). USATF reserves the right to place national sponsor or supplier advertising on USA Championships credentials.
2. The event credentialing access and distribution plan will be negotiated between the USATF Director of Events and the Local Organizing Committee, which must be approved by the Men's & Women's Track & Field Chairs.
3. Recruitment, staffing, and implementation of uniformed security for all key venues and hotels.
4. Coordination with local, state and federal government law enforcement agencies on event security issues with USATF (i.e., terrorist alerts, homeland security, severe weather).

### C. MEDICAL

Please provide a thorough medical plan that includes (not limited to) the following:

1. Emergency medical services for spectators, officials and competitors, with defibrillator. Please include names of hospital and location in proximity to the track and emergency transportation modes.
2. Indicate areas and locations available for athlete massage and related medical/training services at the facility.
3. Indicate plan for recruitment and staffing of medical professionals to work at the USA Outdoor Championships. It is recommended that a minimum of 3 physicians and 8 trainers/massage therapists be available during the event.
4. Indicate plan for procurement of relevant medical staff, supplies and equipment.
5. Provide a communications plan for the medical crew.

### XIII. CLIMATE REPORT

A complete report of weather conditions for the month of June must be submitted as part of this Proposal. This is necessary to assess the considerations that may affect athlete performances, transportation, and attendance. Submit a report from national and Local Weather Services or other sources that includes:

- A. Temperature ranges and humidity levels
- B. Rain
- C. Wind
- D. Air Pollution levels (indicate peak periods for allergy and asthma sufferers)
- E. Pollen count

## XIV. BUSINESS SECTION

### A. GENERAL REQUIREMENTS

The successful bidder will be required to execute and be subject to the obligations contained in the Bidder Statement and the formal 2005-2007 USA Outdoor Track & Field Championships contract including payment of the rights fee.

The bidder must demonstrate its financial responsibility to pay all of the expenses of the USA Championships. When requested, the host must show evidence of financial fitness and must furnish USATF with periodic financial statements from the date of award of the Championships through the competition. The successful bidder shall permit USATF to inspect and audit its financial statements and records upon five (5) days notice.

LOC will be required to promote and advertise the USA Championships in a first class manner employing all customary means (print, radio, television, website, etc.). The LOC will be required to expend a minimum of \$20,000 to market and publicize the USA Championships (\$25,000 in larger urban markets). All proposed advertising copy, designs, photos, drawings and logos must be approved in advance by USATF's Marketing Department, prior to publication. LOC shall give USATF sponsors the first right and opportunity to provide and be associated with and/or included in all USA Championships advertising efforts. USATF requires a minimum of five (5) business days to review and approve all marketing, advertising and promotional materials. All existing or planned promotional, advertising, and ticket sales plans or programs must be detailed.

A proposed budget must be submitted with the Proposal (see budget expense lines guide). Income from designated revenue sources must follow guidelines described in this RFP.

General liability, directors' and officers', automotive liability, workers' compensation, and other insurance policies will be required with limits and policy details to be determined. Bidders should outline proposed insurance and risk management plans for the USA Championships.

USATF owns all revenue sources, as well as all media and licensing rights, associated with the event; however, some of these rights will be granted preemptively to the LOC and others. In general, USATF will grant rights to tickets sales, in-stadium food and beverage concessions, and certain local partnerships ("local revenues") to the LOC. The grant of these revenue sources will be subject to venue-specific negotiation and revenue sharing. Accordingly, LOCs should propose a complete local revenue plan as part of its bid. This plan must include a comprehensive ticket and event marketing plan and promotions program. Advice may be provided to LOCs as it relates to marketing and promotions packages upon request. However, no negotiations will occur until after a site has been selected.

USATF will be responsible for the incremental direct costs of fulfilling its sponsorship obligations; however, the LOC must cooperate with all contractual requirements. For example, USATF sponsors receive logo placement on meet publications and other collaterals, thus the LOC is obligated to include those logos at no charge to the sponsors or USATF.

LOC must specifically honor USATF's exclusivity with respect to Visa and not accept or allow the facility to accept American Express as a form of payment and will include Visa's name and/or logo on the ticket front or ticket back.

LOC may host an exposition area and charge local partners and suppliers for the right to display their goods and services; provided, however, that USATF national sponsors and suppliers will be given the first right and opportunity to obtain prime locations in said exposition area free of charge.

## B. TYPICAL ALLOCATION OF REVENUE SOURCES

### USATF Rights

Event Rights Fee  
National Sponsors  
USATF Hospitality Suites and Tents  
Venue Signage (national sponsors)  
National Publication Rights  
Merchandising and Licensing Rights  
Television and Internet Broadcast Rights  
Radio Broadcast Rights  
National Marketing and Promotion Programs  
and Events

### Bidder Rights

Tickets/Gate Receipts (1)  
Local Sponsor/Promotional Partners  
Local Sponsor Hospitality Suites  
Contributions, Grants, VIK and Other Supporter  
Event Publications and Souvenirs (1)  
Food and Beverage Concessions  
Entry Fees  
Credential Sales (extra athlete support)  
Event Expo  
Spectator Parking  
Other On-Site Services  
Hotel rebates for non-credentialed visitors

(1) Subject to providing USATF, at no cost, with adequate tickets and program ad pages to fulfill its contractual and other obligations.

Note: Certain revenue sources may be shared or assigned to the local organizers based on separate negotiations.

### C. USA TRACK & FIELD OFFICIAL SPONSORS

The following are the existing Official/National sponsors of USA Track & Field. USATF is constantly adding to this list and all sponsors/suppliers of USATF automatically become USA Outdoor Championships sponsors no matter when they are added.

#### USATF Sponsors (1)

#### Product Category

Nike	Sports Shoes, Apparel and Accessories
VISA (2)	Financial Payment Services (credit and debit cards, electronic funds transfer cards, ATM cards, stored value cards, traveler's checks, vouchers, and electronic product/services payment)
Xerox	Printing and Reproduction Equipment
General Motors	Automotive (automobiles, trucks, used vehicles, automobile service and repair, automobile parts, and automobile financing and leasing)
Verizon	Telecommunications Services (wireless, local service, long distance, and internet service providers)

- (1) In addition, please note the following categories are currently reserved by USATF: carbonated beverages, snack foods, isotonic/energy drinks, energy bars, batteries, and pain relievers.
- (2) Visa is the only non-cash form of payment acceptable for any sale associated with the USA Outdoor Championships, including the sale of tickets, concessions, and merchandise.

#### USATF Suppliers

#### Product Category

Mondo	Track and Field Surfaces
UCS /Spirit	Track and Field Equipment
Stretch Rite	Athletic Equipment
24-Hour Fitness	Health Club Facilities
DartFish	Skills Evaluation Software and Training System

Bidders must recognize these sponsors as protected categories and may not approach these sponsors or any other sponsors without the express written approval of USATF. These categories are exclusive to the event and USATF. In addition, USATF reserves the right to name additional sponsors or suppliers in any number of categories. USATF will notify the Local Organizing Committee of any changes to this list.

**D. LOCAL ORGANIZING COMMITTEE OPERATIONS – SAMPLE BUDGET**

**REVENUES:**

- Ticket Sales (and credential sales beyond those provided to athletes and coaches)
- Local Sponsors/Promotional Partners
- Event Publication and Souvenir Sales
- Contributions, Grants, VIK and Other Support
- Local Sponsor Hospitality Suites
- Food and Beverage Concessions
- Spectator Parking
- Advertisements (USATF approved)
- Event Expo rental (USATF approved)
- Other on-site services (USATF approved)

**EXPENSES:**

- Meet Operations
  - Facilities Rental and Venue Services
  - Telecommunications
  - Equipment Rental
  - Training & Medical Services
  - Competition Equipment
  - Drug Testing
  - Athlete, officials' fluids
  - Competition and Technical Officials Housing and meals
- Athlete Services
- Meet Management
- Event Signage and Stadium Dressing
- Uniforms
- Security
- Ground Transportation
- Ceremonies
- Ticketing
- Media Services
- Awards and Ceremonies
- Promotions and Marketing
- Volunteer Services
- Fees and Services
- Administration and Office Costs:
  - Staff Salaries and Benefits
  - Travel and Meetings
  - Temporary Services
  - Office Occupancy
  - Supplies and Stationery
  - Technology
  - Other

## **E. SAMPLE BUDGET LINE ITEM DESCRIPTION**

### **REVENUES**

**Ticket Sales/Gate Receipts** – Income generated from ticket sales and receipts from the entry gates.

**Local Sponsors/Promotional Partners** – Marketing and promotional fees collected from USATF approved business entities. Please include in-kind contributions as fees and include related expense in the proper category. Enclose a separate sheet listing all anticipated in-kind contributions with value of same.

**Event Publications & Souvenir Sales** – Sales of programs and event souvenirs.

**Contributions, Grants, and other support** – Income from contributions, grants or other sources including in-kind contributions. Please attach a schedule of anticipated in-kind contributions.

**Hospitality Suites** – Fees from renting out on-site hospitality areas to corporations.

**Food Concessions** – Income from the sale of food and beverage in the stadium and on-site.

**Spectator Parking** – Anticipated income from parking receipts.

**Advertising** – USATF approved Local Sponsor/Promotional partner advertising.

**Event Expo Rental** – Income from rental of booths in exposition area(s).

**Other On-Site Services** – Additional services must be approved by USATF on a case-by-case basis.

### **EXPENSES**

**Facilities Rental and Venue Services** – All competition facilities rental costs including stadium rental, telecommunications and other utilities, box office, gate percentages, etc.

**Temporary Facilities** – Temporary seating, barricades, fencing, power supply and other non-permanent facilities.

**Equipment Rental** – Equipment rented for the competition such as on-site copiers, faxes, computers, telephones, cell phones/pagers, walkie-talkies, timing equipment, etc.

**Training and Medical** – Medical and training area. Staffing facilities and supplies for athletes, and a medical area for spectators, including ambulances.

**Competition Equipment** – Track & Field equipment purchases and rentals. Equipment may be provided by a sponsor or supplier approved by USATF.

**Drug Testing** – Drug testing facility as required by USATF and the US Anti-Doping Agency (USADA). This includes providing tables, chairs, barricades, fluids (juice and water), snacks, chaperones, etc.

**Technical Officials** – Travel, room and board, and hospitality for the Referees, Jury of Appeals and the Oversight Committee appointed by Men's & Women's Track & Field Committee Chairs and Race Walking Committee Chair. Estimate at 20-25 persons for up to six (6) days.

**Athlete Services** – Hospitality for athletes, coaches, agents, and national team coaches.

- Meet Management and Competition Officials** – Meet director, starters, announcers, working officials, and others, including housing and meals.
- Event signage and Stadium Dressing** – Required stadium and event banners and boards, directional and informational signage, and general décor such as awards stand, flowers, etc.
- Uniforming** – Uniforms for volunteers, staff, and meet management. Uniforms may be provided by a sponsor or supplier approved by USATF.
- Security** – Uniformed security such as police or private security as well as event credential production.
- Ground Transportation** – Shuttle buses to and from airport and to and from housing area and track. Transportation must be provided for athletes, coaches, competition officials, and designated VIPs.
- Awards and Ceremonies** – Awards such as medals (to the top 6 finishers in each event), participant certificates, and presentation costs must be in compliance with USATF standards.
- Ticketing** – Production and distribution costs for tickets.
- Media Services and Press Information** – Press Box Operation, including on-site meals and hospitality for working media and USATF Press Box Crew, and Media hotel work center.
- Promotions and Marketing** – Press conferences, celebrity appearances, etc. to promote the Championships (promotional plan must be approved by USATF); ticket flyers, posters, brochures, pins, etc. used to promote the event; electronic and print media advertising; and dinners and receptions. Also include gifts and souvenir items provided to athletes, working officials, volunteers, and VIPs.
- Volunteer Services** – Recruit and training volunteer force including mailings, informational sessions, and on-site support.
- Fees and Other Services** – Cost items necessary for the competition not listed above. If more than 5% of total meet operations expense, please include detailed information.
- LOC Staff Salaries and Benefits** – Salaries and benefits of those employed to conduct the event.
- Travel and Meetings** – Travel and meetings necessary for the conduct of the event.
- Temporary Services** – Costs of temporary employees for the Championships only.
- Office Occupancy** – Rent and related costs of administrative offices.
- Office Operations** – Office supplies, stationery, postage, printing, and other costs incurred specifically for the event.
- Local Organizing Committee** – Committee meetings.
- Hospitality** – Hospitality programs, including sponsor and VIP suites, receptions, and other programs.
- Telephone, Faxes, and Computers** – Facility telephone lines and other services for the competition, declarations, and other areas.
- Program Production** – Souvenir program and daily results and heat sheets production and distribution.