

USATF GEORGIA AREA MEET

AREA BID APPLICATION

Overview

Successful bidders will receive a \$1500 grant for management of the area meet. Area hosts will be responsible for the following:

- Minimum of 1 security officer and associated fees
- 1 EMT and associated fees
- Gate management and revenue
- Hospitality for officials/volunteers
- Concession management and revenue
- All other details included in this bid

USATF will be responsible for the following:

- Securing a timer and paying the fee
- Hip numbers and ammunition
- Securing officials
- Event awards and sanctioning
- *Facility rental fees will be considered, but not guaranteed

County-by-County Area Assignments

***some teams/counties may be re-assigned to different Areas to balance entries after registration**

Area A – Bartow, Carroll, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, North Fulton (North of I-20), Gilmer, Gordon, Gwinnett, Haralson, Lumpkin, Murray, Paulding, Pickens, Polk, Towns, Union, Walker, and Whitfield

Area B – Banks, Barrow, Clarke, DeKalb, Elbert, Franklin, Greene, Gwinnett, Habersham, Hall, Hart, Henry, Jackson, Lincoln, Madison, Morgan, Oconee, Oglethorpe, Rabun, Rockdale, Stephens, Taliaferro, Walton, White, and Wilkes

Area C – Appling, Atkinson, Bacon, Baker, Baldwin, Ben Hill, Berrien, Bibb, Bleckley, Brantley, Brooks, Bryan, Bulloch, Burke, Butts, Calhoun, Camden, Candler, Charlton, Chatham, Chattahoochee, Clay, Clayton, Clinch, Coffee, Colquitt, Columbia, Cook, Coweta, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Effingham, Emanuel, Evans, Fayette, South Fulton(South of I-20), Glascock, Glynn, Grady, Hancock, Harris, Heard, , Houston, Irwin, Jasper, Jeff Davis, Jefferson, Jenkins, Johnson, Jones, Lamar, Lanier, Laurens, Lee, Liberty, Long, Lowndes, Macon, Marion, McDuffie, McIntosh, Meriwether, Miller, Mitchell, Monroe, Montgomery, Muscogee, Newton, Peach, Pierce, Pike, Pulaski, Putnam, Quitman, Randolph, Richmond, Schley, Screven, Seminole, Spalding, Stewart, Sumter, Talbot, Tattall, Taylor, Telfair, Terrell, Thomas, Tift, Toombs, Treutlen, Troup, Turner, Twiggs, Upson, Ware, Warren, Washington, Wayne, Webster, Wheeler, Wilcox

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Bid Application Process

Please forward one (1) copy of the completed application with supporting materials to Charles Muhammad, Youth Committee Chair youth@georgia.usatf.org. Prior to forwarding your bid application, please make sure that you have: (1) included all requested information and attachments, (2) obtained all necessary signatures, and (3) read and understand the bidder statement which is a part of this bid application. **Completed applications must be received by 11:59pm on 2/10/18.**

For assistance in completing this Bid Application please contact Charles Muhammad, Youth Committee Chair, at (404) 936-2846 or youth@georgia.usatf.org

Bid Award Process

Site selection will be made from those fully and properly completed Bid Applications submitted to the Youth Committee. Area bids submitted from the floor must present a completed bid application prior to the start of the Youth Winter meeting. Meets will be awarded by a majority vote of the clubs who are active members in each area.

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 removal of Area Meet Award from Bidder.
2. Upon award of the Area Meet, the successful Bidder shall execute a Bid Award Letter, which shall set forth any pre-conditions that must be satisfied in order to conduct successful Area Meet. If Bidder is unable to satisfy the pre-conditions stated in the Bid Award Letter, then USATF reserves the right to withdraw the award of the Area Meet and re-award them to another Bidder.

The Youth and Games Committee shall work with the successful bidder to conduct a successful event. The Games Committee is responsible for approving the schedule of events, overseeing the conduct of the USATF Youth Meets and working with the successful bidder in the conduct of the Area Meet.

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BIDDER REQUIREMENTS AND RESPONSIBILITIES

The successful bidder will be required to execute a formal Area Meet agreement. Other requirements and responsibilities are listed below.

Track and Field Facilities

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

1. A 400m, eight-lane, synthetic, track and field facility.
2. Clerking area with tables in permanent building or tents
3. Adequate separation for perimeter of field event venues and the start and finish lines to provide the safest environment.
4. Adequate bathrooms must be available throughout track and field facilities.
5. One (1) set of eight (8) quality, starting blocks,
6. Two (2) multi-directional long jump pits.
7. Meet implements for each age category: two (2) disc, two (2) javelins, two (2) shot puts.
May be borrowed from Association.
8. Hurdles sufficient for eight (8) competitors. Good Condition

Volunteers/Officials/Medical

1. Successful bidder must utilize USATF certified officials to officiate the Area Meets.
2. Volunteers are an essential part of conducting a successful Area Meet event. Bidder must plan for the recruitment of a sufficient number of volunteers to ensure the success of the Area Meet.
3. Successful bidder must establish an officials and event staff hospitality area near the track where food, fluids, and fruit are available throughout the competition.
4. Bidder must arrange for the appropriate number of uniformed security personnel to be available during the competition.
5. Bidder shall ensure that adequate on site medical services are available for the duration of the Area Meet.

Meet Management

1. Bidder should have prior experience hosting major athletic competitions.
2. Meet Timing: All timing services must be approved by the Youth Chair and/or the Youth Committee
3. *Competition Rules:* The Competition Rules of USATF shall govern the conduct of the Area Meet.
4. **Championship Oversight:** The Youth Track & Field Committee Chair or assigned representative, in consultation with the GA Youth Track & Field Games Committee, shall be the final authority on all decisions concerning the conduct of the Area Meet. All Championship competition issues shall be the purview of the Youth Committee Chair.

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The Youth Committee Chair may designate a person or persons to exercise decision making authority on his or her behalf.

5. *Awards*: Successful bidder will be provided with awards (ribbons) by USATF Georgia.
6. *Event Sanction*: USATF Georgia will obtain a USATF sanction for the Area Meet for the successful bidder.
7. Successful bidder must ensure that adequate food service arrangements will be available for participants and spectators at the Area Meet.
8. *Entries*: All entries into the Area Meet, shall be submitted electronically using the USATF designated entry system and will be managed by the USATF GA Youth Chair and/or Games Committee.

Georgia Youth Committee

Charles Muhammad, Youth Chair
Monica Ross, Youth VP of Operations
Ken Jones, Youth VP of Administration
Michael McCovery, Youth Secretary

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Bidder to Attach the Following:

1. Bidders contact info, USATF club number, and individual membership number.
2. Area that is being bid on.
3. Name and address of proposed site.
4. A diagram of the track and surrounding facilities, showing layout. Indicate location of athlete check-in, field event areas, aid and medical stations, finish line, and toilet facilities
5. List the names and professional background information of key management personnel (including timer) who will be responsible for the conduct of the Area Meet.
6. 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 and number of competitors/participants.
7. Name and title of individual with legal authority to execute a contract on behalf of Bidder.
8. State of Georgia certificate of organization.
9. A written letter from the facilities' highest ranking official (President, CEO, Chancellor, etc.) indicating that it will make the facility available to the successful bidder and USATF for the Area Meet, including setup prior to and breakdown after the Area Meet.
10. Indicate plans for delivery of fluids and meals to officials working at the Area Meet.
11. Indicate plans for delivery of water and towels to officials on the track and in field event areas during the competition.
12. Anticipated number of volunteers needed for the Area Meet.
13. Plan for recruitment of volunteers.
14. Plan for ensuring the safety of all athletes, officials, and spectators at the Area Meet.
15. Plan for ensuring adequate fluids for spectator purchase.
16. Detail of security and evacuation plans to ensure the safety of athletes, officials, and spectators during the Area Meet.
17. A list of facilities and equipment that Bidder currently has at its disposal.
18. A list of facilities and equipment that Bidder does not currently have access to and indicate plans for securing these items.
19. Please provide any additional information that you believe will assist in deciding whether to award an Area Meet event to your organization. (Attach additional sheets if necessary.)

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BIDDER STATEMENT

I, _____, on behalf of (Bidder), the entity seeking to host the Area __ USATF Georgia Track & Field Area Meet (the "Area Meet"), represent and warrant that I have thoroughly read and reviewed the foregoing Bid Application Form. I understand all the requirements for hosting the Area Meet 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 Georgia. 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 Area Meet. If awarded the right to host the Area Meet, I understand and agree that I must comply with each and every requirement stated in this Bid Application, and the Bid Award Letter and Area Meet contract to be executed hereafter, as well as all applicable USATF 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, 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 Area Meet due to Bidder's inability to fulfill the conditions and promises stated in its original Bid Application, or as modified by mutual agreements.

EVENT ORGANIZER/BIDDER

USATF GA YOUTH COMMITTEE CHAIR

Name: _____

Name: Charles Muhammad

Club: _____

Date: _____

Date: _____