



**NATIONAL CROSS COUNTRY CHAMPIONSHIP  
BID SPECIFICATIONS  
YEAR 2016 & 2017**

**Amateur Athletic Union of the USA, Inc.  
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# SECTION I

## AAU MISSION STATEMENT

The Amateur Athletic Union (AAU), is one of the largest not-for-profit volunteer organizations in the United States dedicated solely to the promotion and development of amateur sports and physical fitness programs. Established in 1888 by sports leaders who collectively became the first to define amateurism in the United States and create standards for amateur athletes, the AAU has grown from its original 15 member clubs to 58 Districts and approximately 12,000 clubs. The AAU continues to operate on the basic principles upon which the organization was founded to protect the mutual interests of its members while advancing and improving amateur sports.

## AAU YOUTH ATHLETICS NATIONAL CHAMPIONSHIP SITE SELECTION PROCESS

The 2016 & 2017 AAU Cross Country National Championship will be awarded after a review of all bids by the AAU Athletics Executive Committee. They will submit a recommendation to the AAU Athletics National Chairman who then will make site visits before making final selection.

AAU National Cross Country Championship will be awarded only to AAU Districts which are active in the AAU Athletics Program, or to local Sports Authorities, or local Convention and Visitors Bureaus.

## AAU CROSS COUNTRY PROGRAM

The AAU Cross Country Program is directed toward developing progressive continuity for athletics while providing exposure to competitive cross country. The AAU Cross Country Programs comprised of nine age divisions (male and female each). The Program encourages cross country programs and events at all levels of competition: Local, District and National.

## DEADLINE FOR BIDS

All bids for the Cross Country National Championship must be sent to the AAU National Headquarters, c/o AAU Athletics – Cross Country, P.O. Box 22409, Lake Buena Vista, Florida 32830. Bids must be received by **September 14, 2015**.

Final inspection by AAU Staff and AAU Athletics Committee visit must be provided by bidding host.

A cashier's check or money orders in the amount of the total \$10,000.00 Bid Fee must accompany the bid paperwork. Unsuccessful bidders will receive a refund of fees paid. Please make the bid fee payable to AAU Youth Athletics - 402.

### **Entry Fee:**

Entry Fee will be \$40.00 per athlete. **This is subject to change.**

# NATIONAL BIDDING REQUIRMENTS FOR CROSS COUNTRY

When: The AAU Cross Country National Championship takes place on the first Saturday of December.

Length of Event: Registration on Friday, Competition on Saturday

No. Coaches/ Club Leaders 300

No. of Parents/ Supporters More parents travel with the younger participants bringing 1750-3250 spectators to the event.

5 Year Event History:

Location (Year)	Athlete Participation
Orlando, FL (2010)	1,357
Orlando, FL (2011)	1,182
Rock Hill, SC (2012)	1,376
Fort Gordon, GA (2013)	1,174
Lawrence, KS (2014)	762

## QUALIFICATION PROCEDURES

In order to qualify for the AAU Cross Country National Championship, an athlete must participate in his/her District Championship. Regardless of finish, as long as the athlete has participated, he/she may advance to the National Championship. If an AAU District does not host a Cross Country Championship, an athlete may advance directly to the National Championship.

# **NATIONAL CHAMPIONSHIP POLICIES AND GUIDELINES**

## **GENERAL POLICIES**

### **TELEVISION COVERAGE OF AAU NATIONAL EVENTS**

The television rights for coverage at any AAU National Championship event shall be retained under the exclusive control of the AAU. Other than permitting live news coverage, no media agreements may be executed by any District, host or local entity for a National event.

In considering a contract for television, or other media coverage, of a single sport National Championship event, the proceeds shall be allocated under guidelines developed by the AAU National Officers and approved by the AAU Executive Committee.

### **SOLICITATION OF FUNDS**

Any solicitation of funds, services or goods from a national corporate market which are formatted to regional markets and/or from United States government agencies shall be coordinated by the AAU National Staff. All formal grant requests to such institutions must be approved by the National AAU on behalf of the hosting entity.

In some instances, it may be appropriate for volunteers associated with a given project to make personal contact with officials at a potential national funding institution, especially when the officials are personally known to the volunteer involved. It is essential, however, that the AAU Headquarters be notified in advance of any such contact in order to avoid inadvertent disruption or conflict among the many funding discussions being conducted on behalf of the AAU and related entities at the same time. All formal contacts with national funding sources on behalf of AAU programs must be coordinated by the AAU National Headquarters Staff.

### **NATIONAL SPONSOR RIGHTS**

The National Sponsor of the AAU Youth Sports program receives primary recognition at the National Championship events. This includes primary signage locations at venues; national sponsor identity tied into the AAU logo; national sponsor visibility in all printed materials (tickets, programs, stationery, releases); reserved advertising and editorial space in the National Championship program; speaking opportunities at meet events (press conferences, Opening Ceremonies, etc.); and others.

The AAU recognizes that it will be necessary to solicit local and regional corporate support for the conduct of this event. National corporations may be contacted (refer to "Solicitation of Funds"). We must be notified in the case of a national solicitation - prior to the contact - to ensure there is no conflict of interest between national sponsors and tournament contributors. Local contributor packages will be scaled-down versions of the national. However, venue signage will be limited.

## **SECTION II**

### **NATIONAL CHAMPIONSHIP RESPONSIBILITIES**

#### **LOC RESPONSIBILITIES**

Designation as a host city of an AAU Youth Cross Country National Championship carries many responsibilities. To fulfill these responsibilities, each host city must form an administrative unit called the Local Organizing Committee (LOC). The LOC may hire professional staff in addition to recruiting volunteers to fulfill responsibilities. The LOC organizes the championship according to the responsibilities outlined in the bid manual and the direction of the National Meet Director. Please see the Operating Addendum below for the full list of LOC responsibilities.

#### **LOC POSITIONS**

LOC staffing is predominantly a volunteer committee structure, frequently reinforced by staff members of local sport organizations or local Chambers of Commerce. The LOC appoints a local meet director who designates a Competition Committee. This competition committee shall be responsible for all technical and sport-related responsibilities. These responsibilities include, but are not limited to: field preparation/maintenance. Other LOC positions should include chairpersons from the following committees: Decorations, Finance, Housing, Media Relations, Participant Services, Program Development/Sales, Security, Souvenir Sales, Sports Medicine, Ticket Services, and Transportation.

#### **FUNDRAISING**

The LOC is responsible for funding the AAU Cross Country National Championship, through private and public contributions. Revenue generation can also include ticket sales, concessions, souvenir sales, and program sales. As part of your bid, each potential host must submit both a proposed budgets for your entire operation and a fundraising plan to support it. Each LOC is permitted to generate funds from local corporate sources. These contributors are known as Local Patrons, Hosts, Donors, according to the area of support.

The AAU has maintained a “National Sponsor” for its AAU Youth Sports Program and consequently reserves the right to the sponsorship terminology. In soliciting support locally, you may not utilize this terminology. Further, should you make any contacts with a national corporate entity, you must first advise AAU National Headquarters so as to avoid any potential conflicts with current sponsorship activities.

#### **CONDUCTING THE CHAMPIONSHIP**

Although the AAU and its Athletics Committee govern the actual championship competition, the LOC staff and volunteers provide the majority of the logistical support to venues and practice sites, food and housing services, transportation programs (if offered), and other services for athletes, the public and the media. Coordinating and assigning volunteers will require a subcommittee within your LOC structure.

Additional responsibilities of the LOC include, but are not limited to, the following:

## **ADMINISTRATIVE REQUIREMENTS:**

- Entering into agreement with the Amateur Athletic Union regarding the contractual conditions of the AAU National Championship.
- Coordinating efforts with local AAU District.
- Coordinating and facilitating accommodations for participating clubs and athletes.
- Contact Chamber of Commerce's or Convention and Visitors Bureau's to advise of intent to bid and to obtain civic support for the Championship.
- Work with the AAU Athletics Committee and AAU National Headquarters to develop entry information packet for clubs.
- Implement a printing, marketing, and accounting strategy for souvenirs.
- Promote and market the AAU National Championship to AAU membership, the public and media.
- Provide secure storage area for all inventories supplied by AAU Athletics Committee.

## **AAU YOUTH ATHLETICS COMMITTEE RESPONSIBILITIES**

- Provide a "Meet Management Team" which will oversee, execute, and delegate responsibilities of the AAU Cross Country National Championship.
- Provide gold, silver, bronze, and copper medals. Participant T-shirts, participation certificates, and All-American patches.
- Provide online registration with the deadline to enter being four (4) days prior to the event.
- Verify athlete eligibility and answer any questions concerning eligibility.
- Provide qualifying competition procedures.
- Advise "Host" of National Sponsor requirements and obligations.
- Provide AAU banners.
- License National Championship with the AAU National Office.

## **SECTION III**

### **MINIMUM BID REQUIREMENTS**

These are minimum bid requirements; however, these are subject to change pending an official site visit scheduled by the AAU Youth Athletics Committee and meetings at the AAU National Convention.

# **AAU CROSS COUNTRY NATIONAL CHAMPIONSHIPS OPERATING ADDENDUM**

THIS OPERATING ADDENDUM is part of the HOST AGREEMENT FOR THE AAU CROSS COUNTRY NATIONAL CHAMPIONSHIPS dated \_\_\_\_\_ and is signed by the parties thereto.

The AAU and Host hereby agree that they shall fulfill their respective obligations set forth below in connection with conducting the National Championship.

#### **1. Administrative**

- 1.1 Host is responsible to work with the AAU Athletics Committee and its designated representatives to ensure that the competition is conducted under AAU Athletics rules and operating procedures.
- 1.2 Host understands that this event is a National Championship of the AAU Athletics Program, and the National Chairman or his designated representatives at the Championship have final decision-making authority for AAU Athletics.
- 1.3 AAU National Office will secure event license and Host will be responsible for License fees.
- 1.4 Host shall secure reduced housing rates for participating clubs and coaches.
- 1.5 Host shall obtain a signed contract from the venues and facilities to be used as event competition sites.

#### **2. Financial**

- 2.1 Host shall provide three (3) complimentary room, and round trip economy class air transportation tickets, for AAU National Staff members. AAU will make airline reservations and deduct from the Host's said portion of entry fee. Room reservations to be Wednesday – Sunday at maximum.
- 2.2 Host shall provide to the AAU Athletics Committee assigned Meet Management Team:
  - 2.2.1 Provide eight complimentary round-trip air economy class transportation tickets to the meet. Airline reservations not to exceed \$400 per ticket or a total of \$3,200.
  - 2.2.2 Provide six complimentary rooms. Room reservations to be Wednesday – Sunday at maximum.
  - 2.2.3 2 complimentary vehicles for the duration of the event. AAU will reserve vehicles and deduct from Host's said portion of entry fee. Not to exceed \$400 per car rental.
- 2.3 AAU shall receive \$40.00 entry fee directly from each participating athlete in the National Championship.
  - 2.3.1 AAU shall submit \$12.00 of each athlete entry fee to Host, within thirty (30) days after the event, less contractual expenses.
  - 2.3.2 In the event the AAU decides to charge an "Early Bird" entry fee, the AAU shall receive \$30.00 per entry directly from each athlete/team (as applicable) entered in the event. AAU shall forward \$12.00 per entry to the Host, within thirty (30) days after the event, less contractual expenses.
- 2.4 The host shall be responsible for the following obligations:
  - 2.4.1 Facility rental.
  - 2.4.2 Necessary supplies for conducting the meet.
- 2.5 All Host financial responsibilities will be deducted from their said portion of the entry fees.



- 2.6 Host shall abide by the AAU Code in using any profits derived from the National Championship for amateur sports or for other not-for-profit organizations. Host shall submit to the AAU whatever reasonable documentation is required by the AAU to ensure compliance with this provision.

**AAU Code Association by-laws, Article 401, Section 402.4.1:**

**“Any income derived from the promotion of any sport by members of the AAU must be used for future promotion of amateur sport, for a tax-exempt charitable organization, for the administrative or promotional expenses of the Association, or the general welfare of the promoting AAU as a whole.”**

- 2.7 **Apparel** ... AAU Athletics entered into a contractual agreement with an Apparel Partner. They have agreed and been accepted to provide all our national events with apparel and sport specific merchandise to sell. The Host shall use **SAID VENDOR** as the exclusive vendor for all tournament apparel. The host and the AAU Athletics Committee shall split the revenue received from the merchandise vendor at a rate of 50%. Please contact Trevor Hartwig at the AAU National Headquarters for more information.
- 2.8 AAU Athletics Chairman will select and contract the positions of the Meet Management Team including timing group, Hy-Tek operators, and meet director. Timing Group includes timing chips and is not to exceed \$7,500. The payments for the Hy-Tek and met director are dependent upon number of entries. The cost of these contracts will be deducted from the host's portion of entry fees.
- 2.9 The Host shall be responsible for airfare and room accommodations for the 1<sup>st</sup> site visit made by the AAU National Staff members.

**3. Facility Requirements**

- 3.1 Host shall have signed agreement for Championship facility by March 1 of the said event year.
- 3.2 Host shall provide a registration facility including:
- 3.2.1 Athlete registration area.
  - 3.2.2 Athlete registration procedures.
  - 3.2.3 Ample personnel for check-in.
- 3.3 Host shall provide meet management headquarters space for the duration of the event from registration through the completion of the National Championship with:
- 3.3.1 Operational copy machine
  - 3.3.2 Internet connection – minimum of 5Mbs.
  - 3.3.3 Phone line connection
- 3.4 Host shall provide press headquarters space for the duration of the event from registration through the completion of the National Championship with;
- 3.4.1 Operational copy machine.
  - 3.4.2 Internet connection – minimum of 5Mbs.
  - 3.4.3 Phone line connection.
- 3.4 Host shall provide a venue that follows the dimensions and logistics of the AAU Athletics Handbook. (Specs will be attached)
- 3.5 Host shall have course completely set and lined by 2:00pm 2 days prior to the meet for final approval of the AAU Athletics Cross Country National Championship Meet Director. Suggestions from the meet director for changes to the course will be made immediately.
- 3.5.1 Failure to have the course completely set up by 2:00pm 2 days prior to the meet will result in a \$2,000 deduction of Host's portion of the entry fees.
- 3.6 Host shall obtain 6 tents as follows:
- 3.6.1 Awards Tent (40x40)
  - 3.6.2 Clerk Tent (40x40)
  - 3.6.3 Hospitality Tent (20x20)
  - 3.6.4 Medical Tent (10x10)
  - 3.6.5 Timing Tent (20x20)
  - 3.6.6 Medal Tent (10x10)

### 3.6.7 Merchandise Tent (40x40)

#### **4. Equipment**

- 4.1 Host shall provide two-way radios for:
  - 4.1.1 AAU Athletics Committee representatives, and meet management team.
  - 4.1.2 AAU Staff Members.
  - 4.1.3 LOC Sport Coordinator.
- 4.2 Copy machine.
- 4.3 Internet connection – minimum of 5Mbs.
- 4.4 Phone lines.
- 4.5 Host shall provide awards presentation area complete with:
  - 4.5.1 Minimum of 2,500 square feet.
  - 4.5.2 Awards tent with two awards tables (display)
  - 4.5.3 Awards stand with eight (8) places (awards stand to be roped off).
  - 4.5.4 Portable PA system.
  - 4.5.5 *The presentation of medals 1<sup>st</sup> – 8<sup>th</sup> individual athletes and club plaques 1<sup>st</sup> – 3<sup>rd</sup> will be awarded at the awards presentation. The remainder of the medals 9<sup>th</sup> – 25<sup>th</sup> and ribbons 26<sup>th</sup> – last finishing runner will be presented in the finish line chute at the end of each race.*
- 4.6 Host shall supply a portable PA system for the start line.
- 4.7 Any supplies, equipment, or materials provided by the AAU National Headquarters shall be returned within fifteen days after National Championship.
- 4.8 Clocks on the course and the finish line for runners (Timing Group provides).

#### **5. Supplies**

- 5.1 Water coolers with sufficient amounts of water and cups.
- 5.2 Host shall furnish all necessary equipment to conduct the National Championship.
- 5.3 AAU shall furnish banners, which the host shall hang in the appropriate places as required by the AAU National Staff or AAU Athletics Chairman.
- 5.4 Host will need to supply weather proof bib numbers. Bibs will be purchased from AAU bib sponsor. Final proof of bibs must be sent to and approved by AAU before bibs are printed.

#### **6. Schedule**

- 6.1 Host shall provide and coordinate practice and a “course walk through” times for athletes and coaches. It is recommended that one (1) “course walk through per race distance” be provided, one at early afternoon on Friday.

#### **7. Personnel**

- 7.1 Host shall provide a qualified and experienced cross country announcer for race day announcements.
- 7.2 Host shall train all volunteers for their respective positions.
- 7.3 AAU Athletics Meet Director will work with the Local Assistant Meet Director on the finish line design and construction.  
Local Assistant Meet Director:
  - 7.3.1 Train finish line area volunteers.
  - 7.3.2 Please see finish line set-up in AAU Athletics Handbook.
- 7.4 Off duty police officers or security agencies and traffic control are the responsibility of the Host. Security set up as follows:
  - 7.4.1 During registration and race day, security should be in close proximity to the handling of all money and merchandise.
  - 7.4.2 Security should be present during special events.
  - 7.4.3 On race day a minimum of six (6) security staff should be present at course.
  - 7.4.4 Minimum of two (2) people should be set aside for traffic control during registration, special events, and race day.

## **8. Awards**

- 8.1 AAU shall furnish AAU National Championship medals, ribbons, All-American Awards, Participation Certificates, and T-shirts at no cost to the Host. All items will be shipped to Host.
- 8.2 AAU shall order and purchase fifty-four (54) plaques to be given to the 1-3-place teams in each race. AAU will deduct the cost of the plaques from the Host's portion of the entry fees.

## **9. Food and Beverage**

- 9.1 Hospitality area(s) shall be provided for officials, meet management team, and AAU Athletics Committee.

## **10. Athlete Recognition**

- 10.1 Host shall plan and execute an appropriate "Awards Presentation" under the direction of the AAU Athletics Meet Director.

## **11. Medical**

- 11.1 First aid and medical care shall be available at the site. Certified medical personnel are required (which includes EMS, physicians, nurse, and certified athletic trainers). Emergency transportation shall be on site or on call. Host shall notify hospitals near the site of the dates during which the Championship will be conducted. On site medical set up is recommended to go as follows:
  - 11.1.1 Medical care site should be in close proximity of the finish line.
  - 11.1.2 Minimum of three (3) medical staff at the finish line after each race.
  - 11.1.2 At least two (2) medical staff available for course walk.
  - 11.1.3 Golf cart with two (2) medical staff to follow the end of each race.

## **12. Meetings**

- 12.1 AAU – Host meeting when required.

## **13. Results**

- 13.1 Results will be posted onsite and on website within 30 minutes after completion of each race.

## **14. Registration**

- 14.1 Registration will be conducted on the day prior to meet only. **There will be no race-day registration.**

## **15. Credentials**

- 15.1 Host shall provide credentials for persons designated by the AAU Athletics committee.

## **16. Parking**

- 16.1 Sufficient parking within ¼ mile of course shall be provided by the Host. If parking is further than ¼ mile, a shuttle must be provided by Host.

## **17. Promotional**

- 17.1 Host shall coordinate all promotional plans for the National Championship with the National AAU Office and the AAU Athletics Chairman.
- 17.2 Host has the option to arrange for the design, printing, and sale of suitable programs for the Championship, which shall be subject to review by the AAU. The program shall include up to six pages of space for the AAU, plus six pages for National Sponsors providing in-kind support at the national level, such space to be provided without cost to the AAU. Host shall also include copy provided by the local AAU District, not to exceed one page in length. Host shall forward ten (10) copies of the program to AAU Athletics Sport Manager.

## CROSS COUNTRY

(Insert from AAU Athletics Handbook)

### I. AGE DIVISIONS

The Cross Country Program is comprised of ten (10) age divisions. The athlete's YEAR OF BIRTH shall determine the age division that he/she will compete in for the entire year. Athletes must compete only in their own age division. No one may compete in a younger or older age division.

<b>Division</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Boys and Girls</b>			
6 & Under – 1K	2010 & After	2011 & After	2012 & After
8 & Under – 2K	2008 & 2009	2009 & 2010	2010 & 2011
9 Year Old – 3 K	2007	2008	2009
10 Year Old - 3 K	2006	2007	2008
11 Year Old – 3 K	2005	2006	2007
12 Year Old - 3 K	2004	2005	2006
13 Year Old – 4 K	2003	2004	2005
14 Year Old - 4 K	2002	2003	2004
15-16 Year Old - 5 K	2000-2001	2001-2002	2002-2003
**17-18 Year Old - 5 K	1998-1999	1999-2000	2000-2001

\* The 6 & Under 1K event is an exhibition to increase participation in the younger age groups.

\*\*Athletes who are still eighteen (18) years of age through the final day of the National Cross Country Meet shall be eligible to compete in the Young Men's and Young Women's division.

### II. ORDER OF RACES.

<b>Age Division</b>	<b>Distance</b>
15-16 & 17-18 Girls	5K
15-16 & 17-18 Boys	5K
13-14 Girls	4K
13-14 Boys	4K
11-12 Girls	3K
11-12 Boys	3K
9-10 Girls	3K
9-10 Boys	3K
8 & Under Girls	2K
8 & Under Boys	2K
6 & Under Girls	1K
6 & Under Boys	1K

### III. INDIVIDUAL QUALIFICATION & ADVANCEMENT

In order to qualify for the AAU Cross Country National Championship, an athlete must participate in his/her District Championship. Regardless of finish, as long as the athlete has participated, he/she may advance to the National Championship. If an AAU District does not host a Cross Country Championship, an athlete may advance directly to the National Championship.

## **IV. TEAM ELIGIBILITY & CRITERIA**

### **A. TEAM ELIGIBILITY**

Participation of Cross Country teams shall be limited to those teams, which hold current valid membership in their local District of the Amateur Athletic Union. All members of the team must be members of the team they represent. Substitutions are subject to the same restrictions as in outdoor competition.

### **B. TEAM CRITERIA**

1. A team will consist of 5-8 runners. Only team members of the team that participated in the District Championships advance to the National Championship Meet.
2. The Intermediate Boys/Girls & Young Men/Women will run a combined race. Teams can be formed using both age divisions. Team awards will be given to the Top 3 teams and awarded as the High School Girls Team Division. Individual awards will be given to both the Intermediate Girls and Young Women age divisions.

### **C. TEAM SCORING**

1. Not more than eight (8) athletes may start for a team.
2. The finishing position of an athlete shall be their score.
3. The total of the positions of the FIRST FIVE (5) MEMBERS of each team shall be that team's score.
4. In determining team scores, the athletes who did not compete on a team will be deleted from the list of place finishers. The team finishers will then be reassigned finishing places and the score calculated as indicated.
5. TEAMS WITH LESS THAN FIVE (5) FINISHERS shall not be scored as a team.
6. In case of a tie on points, the team whose fifth member athlete finished nearest to first place shall be given the higher place.

D. Competitors must compete in their own age divisions only. No athlete may compete in younger or older divisions in individual or team events.

## **V. AWARDS**

AAU National Championship medals will be awarded for the first twenty-five (25) individual places in each individual age group. Twenty-six (26) place thru the last finishing runner will receive ribbons. All athletes will receive an AAU participation certificate. The top three teams will also receive medals as well as a team plaque.

## **VI. UNIFORMS**

Athletes competing as individuals must wear appropriate shorts, shirts, and shoes. All members of a team must wear the same matching uniforms, (shirt and shorts). Please see the Uniform Rule in the AAU Athletics Handbook. \*\*Note: Due to inclement weather, the meet referee has the authority to waive the uniform rule.

## VII. STARTING LINE

Starting line must be a minimum 100 yards in length. The line must be roped off at least 20 yards behind the start line and down each side of the start area for a distance of 50 yards. This will prevent parents and club coaches from disturbing the runners and interfering with the meet officials (Please see Figure I on the following page for example).

STARTING LINE

FIGURE I



## VIII. SCHEDULING

Districts will conduct their District Championships at a time, which will not conflict with their State High School Association Championship Meet.

## IX. RECOMMENDED OFFICIALS

- A. Meet Director                      B. Finish Line Officials - 4 each

## X. GUIDELINES FOR MEET OPERATIONS

### A. INTRODUCTION

Owing to the extremely varying circumstances in which Cross Country running is practiced throughout the United States, especially in regard to different seasons, climatic conditions, it is impossible to lay down any rigid legislation governing terrain and climatic conditions. The following guidelines, however, are being supplied to assist Districts to develop Cross Country running both as a sport in itself and as a training adjunct to long distance running and Track and Field events.

### B. GENERAL GUIDELINES

1. The Cross Country season should normally extend throughout the fall and winter months after the close of Track and Field season.
2. It is recommended that a facility near the running course be available for warmth in the event of bad weather.

3. Meet headquarters and/or registration confirmation and packet pick-up should be designated in a brochure accompanying entry form and housing information.
4. Qualified medical personnel must be on hand at all times.
5. MUST have course completely set and lined by 2:00pm two (2) days prior to the meet for final approval of the AAU Athletics Cross Country National Championship Meet Director.
6. There shall be a guided course walk the day prior to the meet.
7. It is suggested that you have separate leaders for each division when walking the course. (Keep in mind that the little kids get confused.)
8. A nearby warm-up area for the runners is to be provided.
9. It is required that you avoid an UPHILL finish.
10. A well-marked finish line (area) MUST be provided. The runner must be able to see this finish area AT LEAST 300 yards away. Flags (colorful) and similar material are to be used throughout the area.
11. Course to be marked off with ropes and/or cone markers. Ropes to have some type of streamer in order for runners to see the rope. Red flags denoting left turns, white flags denoting right turns, each easily observable from a distance of 40 feet.
12. Officials throughout course (especially near gates and crucial running area) should be easily recognized. (SPECIAL OUTER GARB - BRIGHT COLOR).
13. An adequate number of course officials should be provided throughout the course so that flagrances and unsportsmanlike conduct can be handled. It is suggested that you have at least one official at every strategic point throughout the course (course change, turns, confusing gate, etc.). With this in mind, you should plan on at least 15 course officials in addition to the rest of your crew.
14. Because of the importance involved, the FINISH LINE AREA is extremely crucial. Besides TIMING GROUP you should have at least eight (8) other people in the finish area.
15. It is suggested that a program be provided for a nominal fee that will provide a very detailed description of the various courses. In the event that a program is not provided with this information, you MUST provide LARGE MAPS in the registration area for the runners to review.
16. A complete financial statement of the National Championship Meet, as well as the Championship Report form, is to be sent to the AAU National Office.
17. We strongly urge you to have a concession stand. In addition to being a source of income for a club, it also provides a valuable social function at the Meet.
18. You MUST adhere to all the rules and regulations as set forth by the AAU National Sports Committee.

19. An adequate parking area should be provided adjacent to the course.

20. Meet Director **MUST** be familiar with the sport of Cross Country and knowledgeable of the areas of timing and recording. Hopefully, he or she will see to it that a competent and experienced staff of workers is provided to ensure that a well run Cross Country Meet is provided for runners.

### **C. OFFICIALS**

The Youth Athletics Chairman shall select for hire the National Meet Coordinator. If there is more than one applicant, the AAU Youth Athletics National Chair will make the final selection. The chair will also appoint the referee, the jury of appeals, and have final approval of all other certified (USATF) officials selected to officiate.

### **D. PARTICIPATION**

Competitors must compete in their own divisions only. No athlete may compete in younger or older divisions in individual, relay, or team events.



**SECTION IV**

**BID APPLICATION FORM**

**AAU Youth Athletics  
2016 & 2017 Cross Country National Championship Bid Proposal**

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

Bid Year: \_\_\_\_\_

**PERSONNEL COMMITTEE**

**A. HOST ORGANIZATION**

Name of Host Organization: \_\_\_\_\_

Address of Host Organization: \_\_\_\_\_

\_\_\_\_\_

Host Organization Contact (Name): \_\_\_\_\_

Title Within Organization: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ [Office]

\_\_\_\_\_ [Home]

\_\_\_\_\_ [Fax]

**Organization Mission/Purpose**

Briefly state your organization's mission/purpose:



**HOST ORGANIZATION EVENT RESUME**

1. Have you conducted an AAU Championship event in the past?  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. If “Yes,” list year and event(s) hosted:

3. If “No,” list other events conducted:

**B. LOCAL AAU DISTRICT**

Name of Local AAU District: \_\_\_\_\_

Whom have you been in contact with from the local AAU District? \_\_\_\_\_

*You must include a letter of support from local AAU District representative supporting your bid for this championship.*

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**C. COMMUNITY SUPPORT**

Have you notified the Chamber of Commerce and/or Convention and Visitors Bureau? Yes [ ] No [ ]

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ [Phone]

\_\_\_\_\_ [Fax]

**D. SPORTS MEDICINE**

Name of Chief Medical Officer: \_\_\_\_\_

Address of Chief Medical Officer: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ [office]

\_\_\_\_\_ [fax]

Emergency transport system available for each venue: \_\_\_\_\_

\_\_\_\_\_

*Please attach a letter from "Chief Medical Officer" indicating his/her commitment to work with the Host Organization on this event.*

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**E. MEDIA/PUBLIC RELATIONS**

Media Relations Director: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ [work]

\_\_\_\_\_ [home]

\_\_\_\_\_ [fax]

Media Headquarters during competition: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Local Newspapers (circle.): Daily \_\_\_\_\_

Weekly \_\_\_\_\_

Local Television Affiliates:     ABC     CBS     NBC  
    Fox     Independent     Cable

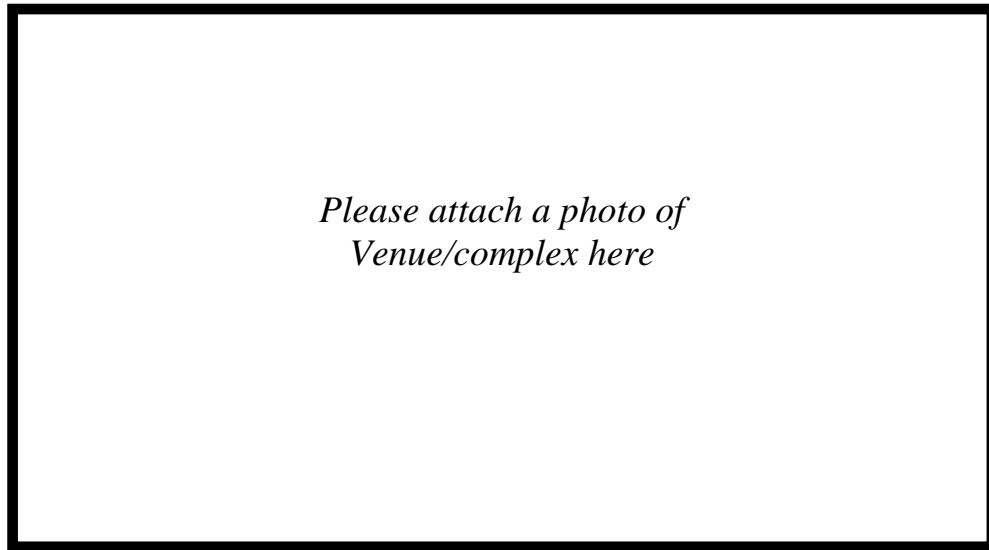


**G. VENUE**

1. Name: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

Miscellaneous Comments:



- **Bid deadline September 14, 2015**
- The bid fee must accompany the bid application.
- Check made payable to *AAU Athletics - 402*.
- Complete all forms in this section and be prepared to answer questions from the AAU Youth Athletics National Chairman.
- Be prepared to answer questions from the AAU Youth Athletics Committee.
- Complete all forms in this section and send *three copies* to:

AAU National Headquarters  
Attn: AAU Athletics – Cross Country  
P.O. Box 22409  
Lake Buena Vista, Florida 32830