



Application to host the BC Athletics Cross Country Championships (2012 and 2013)

BC Athletics invites applications to host the provincial cross country championships in 2012 and 2013. Note, the championships will be awarded for two years, subject to satisfactory hosting the first year.

The primary goals of the Host Organizing Committee are to:

- Provide the best possible conditions for athletes to achieve their optimum performance.
- Oversee the planning and presentation of the Championships.
- Promote awareness of the Championship within the community with the goal of maximizing participation and public interest.
- Raise funds to support the staging of the Championship.

The championships must be held on the last Saturday of October (Oct 27, 2012 and Oct 26, 2013). Championships are held for all age groups, from 9 year old boys and girls, through to Masters men and women. The suggested timetable and championship distances are:

Race	Time	Category	Distance
#1	10:45 am	Masters Men & Women	8.0 km
#2	11:45 am	Boys & Girls (age 9)	1.5 km
#3	12:00 noon	Boys & Girls (age 10)	2.0 km
#4	12:15 pm	Boys & Girls (age 11)	2.0 km
#5	12:30 pm	Boys & Girls (age 12)	2.0 km
#6	12:45 pm	Girls (age 13, 14, 15)	3.0 km
#7	1:05 pm	Boys (age 13, 14, 15)	3.0 km
#8 / 9	1:25 pm	Youth / Junior Women*	4.0 / 5.0 km
#10 / 11	1:50 pm	Youth / Junior Men*	5.0 / 7.0 km
#12	2:30 pm	Senior Women**	6.0 km
#13	3:00 pm	Senior Men**	10.0 km

Notes:

* Youths may run up in the Junior event to qualify for the BC Team — must indicate race # when entering.

** Final year Juniors may run up in the Senior event to qualify for the BC Senior Team. Those aged 40+ may run down if they hold a Senior membership.

Championship entry fees are set by the association, and currently are:



Fee Type	Regular	Late
JD and School	\$ 7.00	\$12.00
All Others	\$12.00	\$17.00

Championship entry is restricted to competitive members of BC Athletics. If the championship races form part of a regional cross country series, then race entry can be open to all membership types (including Day of Event), but only competitive members are eligible for championship awards.

Selection of teams to represent BC at the Canadian Cross Country Championships will be based upon results at the BC Cross Country Championships.

Pre-requisites to hosting a championship include that the event and/or host organization be in good standing with BC Athletics.

BC Athletics provides hosting grants and limited championship prize money, subject to budget and application deadlines. BC Athletics will host the Championship website, and work with the Host Organizing Committee to promote awareness of the Championship.

The deadline for applications is September 30, 2011.

For additional information, contact Maurice Wilson (maurice.wilson@bcathletics.org, 604-333-3553).

Submit the completed application to:

BC Athletics
120 – 3820 Cessna Drive
Richmond, BC V7B 0A2
Fax: 604-333-3551
Email: maurice.wilson@bcathletics.org



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1. Host Club / Organization

2. Organization Information

Contact Person: _____

Address: _____

Email: _____

Home Phone: _____ Business Phone: _____

Fax: _____

List the members and roles of the Race Committee (e.g. Chair, Meet Director, Treasurer, Secretary, Marketing & Promotions Manager, Officials Manager, Equipment & Course Set & Break Down Manager, Volunteer Coordinator, Registration Coordinator, Results/Photocopy Coordinator, Medical Coordinator, Starting Line Coordinator, Finish Line Coordinator, J.D. Awards Coordinator, Open Awards Coordinator, Concessions Coordinator, All Comers Coordinator, Web manager, etc.):

List any other events and championships the Host Organization has presented:

List any other clubs / organizations / municipalities that may assist you in hosting the championships:

Describe your volunteer recruitment plan:



3. Venue and Facilities

Name and address of the competition venue: _____

A loop course must be designed, with loops of approximately 1km and 2km. The course must be designed on an open or woodland area, covered as far as possible by grass. A “natural”, undulating course with smooth curves and relatively short straights, is the most suitable. Natural obstacles can be incorporated, but deep ditches, dangerous ascents / descents, and thick undergrowth should be avoided. Narrow gaps or other hindrances which would deny the athletes an unhampered run should be avoided. The crossing of roads or other paved surfaces should be avoided or kept to a minimum. The start must be wide enough to allow 50 athletes to line up abreast, with a minimum 200m straight before the first turn. The finish should also provide a straight run-in over the final 200m.

Attach a map of the course, indicating uphill and downhill, or include a course profile if available.

Attach maps showing the overall layout of the venue (indicate the start and finish locations, permanent and temporary shelters, areas where clubs may setup tents, washrooms and change facilities, race registration, awards area, concessions, and other services)

Nearby recommended accommodations: _____

Distance from venue to recommended accommodations: _____

Car parking capacity: _____

Washroom facilities: _____

Changing and showering facilities: _____

Concession facilities for athletes and spectators: _____

Where will athletes and coaches pickup race numbers: _____

On site power capacity: _____

Timing system to be used: _____

Backup system: _____

Describe the flow of registration and timing documents and results: _____



Where will the results be posted: _____

In the event of a protest, will the Jury be able to review a video of the race: _____

Where and when will awards be presented: _____

The Host Organizing Committee is responsible for providing adequate medical care and facilities for the Championships. Such medical care shall be provided for all participating athletes, coaches, officials, volunteers, spectators and others involved in the event.

Who will provide medical support at the race site: _____

Medical qualifications (training and certification): _____

What facilities will be available for medical services, and if required, doping control tests:

Describe the communications system to be used on site for officials, medical and event staff:

Please ensure that the following documents accompany your application:

- Letter of support from the venue owners. i.e. City, Parks, Schools.
- Map of the city in which the competition will be staged indicating the competition venue, accommodations, etc.



4. Marketing and Communications

Outline your marketing plan for the championships.

Will the championship races form part of a regional cross country series.

BC Athletics from time to time enters into exclusive sponsorship and supplier agreements that have a positive impact on all BC Championships. As a condition of being awarded the championships, the host committee must respect BCAs provincial sponsors, and recognize these sponsors appropriately. At this time The Royal Canadian Legion is a sponsor of Youth Athletics. BC Athletics reserves the right to enter into other championship sponsorship agreements, and will advise the host organizing committee accordingly.

List confirmed and potential sponsors.

What areas around the venue are available for the display of sponsors' banners or advertising boards?

How will you service your sponsors?

What would you propose as a communication plan to ensure coverage of the Championships locally and provincially?



5. Finance

Attach a draft budget for the event (BCA can assist). Line items might include:

Revenues

- entry fees
- cash sponsorship
- product sponsorship
- grants
- merchandise sales
- hotel room rebates
- Concession commission
- Other

Expenses

- Facilities rental
- Permits
- Sanctioning and insurance
- Advertising and promotion (rack cards, entry forms, posters)
- Tenting
- Course equipment (flagging, directional aids.)
- Signage
- Race numbers and pins
- Timing and results
- Awards
- Communications (radios)
- Announcing (PA system, announcer)
- Power supply (generator and fuel)
- Medical support
- Officials
- Volunteers
- Souvenir merchandise
- Travel and accommodation
- Meetings
- Food and drink
- Website
- Site Security

Post Event: A financial statement must be submitted to BCA before the championship grant money will be released to the organizers.