



2022 USATF South Carolina Cross Country Championships

Request for Proposal

**USATFSC Association Youth JO, Open & Masters Championships
Saturday, November 12, 2022**

RFP Release: 02/20/2022

Deadline:

Proposals Due: March 31, 2022

Proposal Submissions:

<https://usatfsc.wufoo.com/forms/qkc0x6w1il5zxy/>



February 20, 2022

To Whom It May Concern:

USA Track and Field South Carolina (USATFSC) would like to formally invite you to submit a proposal to host the 2022 USATFSC Association Cross-Country Championships. The premier event is the 2022 USATF South Carolina Association Junior Olympic Cross Country Championships. The Open and Masters events are add-on events with little or no financial impact. Due to low participation in those events, USATFSC reserves the right to contest said Open and Masters events at a different venue on a different date. This consideration should have no impact on the proposals.

Included in this packet is information about USATF, about USATFSC, detailed information about the championship, requirements necessary to submit a proposal, and a link for proposal submissions.

All proposals shall be reviewed and analyzed by the USATFSC JO Selection Subcommittee (Selection Subcommittee). The Selection Subcommittee will make recommendations for the top three (3) sites (the Finalists). The Finalists will be notified no later than April 07, 2022. A site visit by the Selection Subcommittee or its duly appointed representatives will be arranged as part of the selection process. Site visits will be scheduled with the finalists. Final approval rests with the USATFSC Youth Committee. Organizations shall be notified of the selection decision no later than May 02, 2022.

To ensure a first-class championship event for our athletes, teams, coaches, and spectators, it is critical that you reference all topics in the invitation to bid documents when preparing your proposal. Thank you for your interest in these events, and USATFSC truly appreciates your consideration of this invitation.

We are fully aware of the time and efforts required in preparing a proposal and are grateful for your consideration and commitment. Should you have any questions or concerns during this process please do not hesitate to contact us.

USATFSC Youth Committee; USATFSC XC Selection Subcommittee
youth@southcarolina.usatf.or

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I. General Summary Information for Bidders

A. About USATF

Based in Indianapolis, USA Track & Field (USATF) is the National Governing Body for track & field, long-distance running and race walking in the United States. USATF encompasses the world's oldest organized sports, the most-watched events of Olympic broadcasts, the No. 1 high school and junior high school participatory sport and more than 30 million adult runners in the United States.

B. About USATF SC

The South Carolina Association is a member association of USA Track & Field (USATF). The South Carolina Association of USATF (USATFSC) oversees and administers state-wide and region-wide programs for all ages in track and field, long distance running, cross country running, trail running, and race walking. USATFSC is committed to promoting fair competition in achieving its purpose of encouraging, improving and promoting amateur Athletics in the State of South Carolina. USATF and its Association Members are non-profit organizations. The USATFSC nonprofit Tax ID number is available on request.

C. Cross Country Championship

USA Track & Field of South Carolina (USATFSC) is seeking bidders to host the SC State Cross-Country Championships (USATF SC XC Championships):

- Saturday, November 12, 2022 – Open, Masters, and Youth JO Association Championships

D. Costs

1. USATFSC does not charge bidders to host the USATFSC Cross Country Championship events.
2. USATFSC does not pay bidders to host the USATFSC Cross Country Championship events.



II. RFP Instructions

It is important that all prospective bidders review these instructions closely and comply with each specific request. USATFSC 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 USATFSC's expectations of the bidding entity:

- A. As February 2022, all RFP responses and proposals shall be submitted electronically.
- B. All proposals shall be submitted via:
<https://usatfsc.wufoo.com/forms/gkc0x6w1il5zxy/>
- C. Electronic copies will be distributed to the USATFSC Youth Committee and the Site Selection Committee.
- D. Questions may be formally submitted until 5pm EDT March 30, 2022.
- E. The subject line of the question email must be:
2022 USATF XC JO : Question
- F. Proposals must be submitted no later than 11:45 pm March 31, 2022.
- G. **All correspondence, including questions, must be with:**
youth@southcarolina.usatf.org
- H. If selected for a site visit, site visits will occur on April 09-30, 2022. A group of up to 5-7 bid evaluators will visit the site. The site visit is expected to last approximately 2 – 3 hours. The venue must be available for preview during the site visit, and the visit may include walking the courses.
- I. Site selection will be proposed by the Selection Subcommittee. Final approval rests with the USATFSC Youth Committee.
- J. Organizations shall be notified of the selection decision no later than May 02, 2022.
- K. **Every proposal must include a diagram of the venue layout.** Aerial photographs are acceptable. This diagram (or aerial photograph) must include:
 - 1. **Layout of competition areas**
 - 2. **Location of athlete warm-up areas**
 - 3. **Location of event timing**
 - 4. **Location of scoreboard/video screen**
 - 5. **Location of announcers**
 - 6. **Location of and quantity of bathrooms, marked by gender**
 - 7. **Location of food and beverage vendor**
 - 8. **Location for shirt and merchandise vendor**
 - 9. **Location of meeting rooms**
 - 10. **Location of parking**
- L.



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- M. In order to ensure adequate time of event set-up, tear-down, and cleanup, the bidder must provide USATF the exclusive use of the facility for the Junior Olympic Track & Field Championships from the noon Friday prior to the start of the events through 8:00 pm the day of the event.
- N. The venue shall be available the day of competition from 06:30 - 20:00 (6:30am - 8pm).



III. Requirements

A. USATF Rules, Policies, and Guidelines

1. The Host, Host Employees, Host Contractors, Host Subcontractors, Vendors, shall agree to accept and abide by USATF rules, policies, and guidelines.
2. The Host, Host Employees, Host Contractors, Host Subcontractors, Vendors, shall agree to accept and abide by event rules, policies, and guidelines set forth by USATFSC.

B. Costs and Cost Sharing

1. USATFSC shall have the exclusive right to sell shirts and apparel at the 2020 Cross Country Championship events.
2. USATFSC shall retain all profits derived from the sale of shirts and apparel at the 2020 Cross Country Championship events.
3. The Host (the winning bidder) of the 2020 Cross Country Championship events shall have exclusive right to sell food and non-alcoholic beverages.
4. The Host (the winning bidder) of the 2020 Cross Country Championship events shall retain all profits derived from the sale of food and non-alcoholic beverages.
5. The Host shall agree not to sell or allow the sale of any alcoholic beverages.

C. Vendors and Advertisers

1. The Bidder/Host shall agree to have any and all vendors approved by USATFSC.
2. The Bidder/Host shall agree to have any and all advertisers approved by USATFSC.
3. USATFSC shall have the right to approve or disapprove any vendor or advertiser proposed or engaged by the Host.

D. Course

1. The bidder's proposed venue shall include a 2k course, a 3k course, a 4k, and 5k course.
NOTE: A single course that can be marked for 2k, 3k, 4k, and 5k courses is acceptable.
2. The course shall have no turns within the first 100m.
NOTE: Rule 252.4 states: "The starting area of a cross country course should avoid any significant turns for at least the first 400m."
3. The course shall finish on a 200m straightway.
NOTE: Rule 256.1 states: "The finish area for a cross country race should include a final straightaway of at least 200m with clear visibility of the finish line by all runners and clear visibility of the runners by spectators. A straightaway of 400m is preferred. Alternatively, the race may finish with one half or more of a lap on a standard track."
4. The course shall be permitted to finish with 1 lap on a standard track provided the finish is at the end of a 100m straightaway.
5. An overhead view (aerial map) of the proposed course shall be provided as part of the proposal.



E. Course Marking

1. All roots or any other hazards shall be marked with fluorescent yellow.¹
2. No color other than fluorescent yellow shall be used to mark hazards.

F. Venue Availability

1. The venue and the course shall be available to USATFSC from noon Friday until 20:00 Saturday.
2. USATFSC shall be granted access to the facility beginning at noon Friday (the day immediately preceding the event) to measure and mark the course, and to make other preparations and set up for the event.
3. USATFSC shall be granted access to the facility beginning at 06:00 Saturday (the day of the event) to make necessary preparations and to set up for the event.
4. At the sole discretion of USATFSC, athletes may have the right to preview the course from 14:00 - 17:00 Friday (the day immediately preceding the event).
5. At the sole discretion of USATFSC, athletes may have the right to preview the course from 07:00 – 08:30 Saturday (the day of the event).

G. Parking

1. The venue shall provide at the venue adequate parking (at least 25 spaces) for USATFSC personnel and volunteers.
2. The venue shall provide at the venue adequate parking (at least 5 spaces) for disabled or physically challenged persons.
3. The venue shall provide parking, or legally accessible parking made available within 0.25 miles of the venue, for approximately 60 vehicles to accommodate athletes, coaches, and spectators.

H. Restrooms

1. Restroom facilities, consisting of either permanent accessible on-site restrooms or portable toilets, providing a minimum of 8 toilets shall be provided at the venue.

I. Miscellaneous

1. The venue shall provide a place to accommodate team tents.
2. Alcohol shall not be allowed on venue premises during the event.

¹ Research shows people affected by color-blindness (Protanopia - reduced sensitivity to red wavelengths; Deuteranopia - reduced sensitivity to green wavelengths; Tritanomaly - reduced sensitivity to blue wavelengths) cannot distinguish orange, red, or green, but can distinguish yellow. In cases of Protanopia and Deuteranopia, yellow appears yellow, while it appears pink with Tritanomaly.



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3. Use of tobacco products (smokeless and non-smokeless) shall be prohibited on venue premises during the event
4. The use of e-Cigarettes or other similar “vaping” devices shall be prohibited on venue premises during the event.
5. No obscene, profane, or offensive items may be displayed.
6. No obscene, profane, or offensive items shall be sold.
7. No sexually suggestive items shall be displayed.
8. No sexually suggestive items shall be sold.
9. No items that promote, condone, and are construed as bullying shall be displayed.
10. No items that promote, condone, and are construed as bullying shall be sold.
11. No items that negatively portray USATF or USATFSC or any USATF Association shall be displayed.
12. No items that negatively portray USATF or USATFSC or any USATF Association shall be sold.
13. No items that negatively portray any Athlete or Team shall be displayed.
14. No items that negatively portray any Athlete or Team shall be sold.



IV. Value Add

The bidder may opt to provide in the proposal additional non-required value-add services.

- Golf cart, ATV, Gator, or other equivalent vehicle)
- Physical Trainer
- EMT
- Course Marking
- Timing
- Other proposed service

V. Out of Scope

The following items are deemed to be out-of-scope and are provided by USATFSC:

- Officials
- Course measurement and validation



Appendix A

Select USATF Rules and Guidelines pertaining to Cross Country courses

RULE 251 CROSS COUNTRY COURSE

1. The race shall be run over a course confined, to the extent possible, to open country, fields, parks, golf courses, and grasslands. The traversing of paved roads should be kept to a minimum.
2. The course must be clearly marked, preferably with red flags to indicate a left turn, yellow flags to indicate a right turn and blue flags to indicate continuing straight ahead. All flags must be visible from the point where the runner passes the previous flag, with a maximum interval of 50m. A white chalk line should be marked on the ground the entire route for the athletes to follow. Each kilometer point should be clearly recognizable. The course should be laid out so that there are no sharp turns at the beginning of the course and so that it is not less than 9m (approximately 10 yds.) wide at any point.
3. Courses should be designed so as to avoid very high obstacles, deep ditches, dangerous ascents or descents, thick undergrowth, and, in general, any obstacle which would constitute a difficulty beyond the aim of the competition.
4. It is preferable that artificial obstacles not be used, but if the requirements of the event render them unavoidable, they should be made to simulate natural obstacles encountered in open country. In World Trials competition, barriers simulating those that are planned to be used in the World Championships should be constructed. In races where there are large numbers of competitors, narrow gaps, or other hindrances that would deny to the competitors an unhampered run, obstacles must be avoided for the first 1500 meters.
5. The race distance must be declared and the course briefly described at the time invitations are extended. See Rule 15 for required distances.

RULE 252 START

4. The starting area of a cross country course should avoid any significant turns for at least the first 400m. The width of the starting area should be such as to accommodate the competitive field.

RULE 256 FINISH

1. The finish area for a cross country race should include a final straightaway of at least 200m with clear visibility of the finish line by all runners and clear visibility of the runners by spectators. A straightaway of 400m is preferred. Alternatively, the race may finish with one half or more of a lap on a standard track.



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2. The finish line shall be marked both with a solid line (5 to 10cm wide) of contrasting color to the ground placed across the width of the finish area and an overhead banner or other indicator of the finish line. Judges shall be stationed at the finish line to determine the order of finish. Transponder timing shall not be used to determine the final order of finish.

15. Where transponders are not used to determine a preliminary order of finish, a finish chute system of sufficient capacity should be constructed to enable the race officials to hold each runner until the method or methods of scoring are applied.