

General Rules for Road Grand Prix and Championships Events

The USATF New England (USATF-NE) Grand Prix consists of seven USATF-NE Championships. The distances typically include the 5 KM, 8 KM/5 M, 10 KM, the marathon, two "wild card" races that are no longer than 30 KM.

1. Selection process

Selection for races is done through a bidding process each fall.

- Races can contact the office or an LDR Committee Chair and request a bid form. The LDR Committee Chairs may also send bid forms to races.
- Bids are compiled with pertinent information made available to USATF-NE members via the website.
- The LDR Committee Chairs review the bids and determine if an online vote is needed.
- If a vote is held, only USATF-NE members can vote and the results are used to help guide the chairs in determining the best set of Grand Prix races.
- The selection process considers the calendar, the geography, and the interest in the races of the association members.

2. Eligibility requirements

To be eligible to serve as a USATF-NE Grand Prix Road Race and/or Championship, a race must meet the following requirements:

3. Sanction

The race must be USATF sanctioned. Note, RRCA sanction/insurance alone does not suffice for a New England Championship. The USATF sanction provides a \$2,000,000 comprehensive general liability insurance which covers the organization putting on the event, all sponsors connected with the event, all agencies in which the event is taking place, and all volunteers in the event. Certificates of Insurance will be provided upon request. The sanction application will be sent to the race director.

Races with their own insurance coverage or insurance through RRCA that meets USATF minimum requirements, need only pay the USATF-NE portion of the sanction fee, plus 25% of the national fee (reducing the sanction cost by approximately two-thirds). Such races must notify the USATF-NE office of the independent/RRCA coverage at least 45 days prior to the event and submit a Certificate of Insurance from

the insurance carrier/RCAA naming both USATF and USATF-NE as additional insured. This certificate must be submitted to the office at least two weeks prior to the event.

In obtaining a USATF sanction, the event agrees to conduct the event following USATF Rules and competition guidelines. This means, among other responsibilities, that you will take proper safety precautions, medical precautions, and not allow any ineligible athletes to enter and compete in the event.

If the event awards more than \$5,000 in individual cash prizes, or any single prize of more than \$500, or your event invites foreign athletes, you must also complete the Elite Sanction Addendum (no additional fee).

All prize money payments must follow USATF-NE guidelines. Those include requiring prize money recipients to have USATF membership or membership in their home federation prior to the event, and not paying prize money to scholastic or collegiate athletes. If an ineligible runner is "in the money", the monies should drop to the next eligible competitor.

The USATF-NE office will verify eligibility and team scoring positions following the event, as well as summarize all team money winnings for a single check to be paid to each club winning money. **No prize money is to be distributed on the day of the race.** Races will receive a copy of the prize money payment guidelines from the USATF-NE office.

Any specifics on individual prize money—such as double dipping, awarding of only the higher value of two prizes, masters scoring in open money, or other options—must be stated on all entry information and website. If not otherwise stated, a master may "double dip" and receive both open and masters money if they finish in such a position.

4. Course

The course must be certified by the USATF Road Running Technical Committee. The USATF-NE office has a list of qualified course measurers and the state certifier can assist in finding a measurer or guide the race's measurer for new measurements. The race website must include a course map. Relays must include the distance and exchange location for each leg (5 or 6 legs and no runner may run more than one leg).

A USATF-NE banner must be placed in a prominent location at the start and finish areas.

5. Individual and Team Eligibility

Prize money award winners must be eligible to receive prize money (remember, no high school or collegiate runners). Individual winners must have current individual USATF membership by the start of the race to score in the Grand Prix and Championship road races as an individual or for a team. Team prize money in championship events must be restricted to current USATF-NE member clubs only, though out of association and corporate teams may appear in the team scoring and receive other awards. It is suggested that individual prize money be restricted to New England association members.

6. Entry Form and Website

A draft of the entry form—or a preview of the website—must be submitted for review to the USATF-NE office at least 90 days prior to the event.

The website and entry/online/day-of registration form must contain the following information:

- a) the wording "**USATF-New England Championship**"
- b) the USATF-NE logo (an electronic copy of the current logo will be provided, to be used without modification)
- c) the race is USATF sanctioned and the course is certified
- d) team scoring requirements via the web link to the USATF-NE Grand Prix and Championship guidelines at and, for more information, the USATF-NE website address: www.usatfne.org
- e) **space for club name**
- f) **individual ten-digit USATF number**
- g) a waiver—which must be signed and dated by all entrants, or acknowledged in an online entry—which includes "USATF, USATF New England *and all of its officers and/or representatives shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.*"

7. Referee

- A Referee—who should be a certified USATF official and familiar with road racing rules—must be appointed prior to the race.
- The Referee deals with protests or rules questions.
- The Referee may not be the Race Director.
- USATF-NE can assist in obtaining a Referee.
- The Referee should have the current USA Track & Field Competition Rules available to assist with implementation of wheelchair guidelines, and weather and medical guidelines, where appropriate, and other competition issues that may arise.

For races designated as a Championship/Grand Prix event, USATF-New England will:

- list your event in one or more issues of The Exchange Zone, mailed to more than 5,000 individuals.
- list your event in the "Grand Prix" schedule printed in the New England Runner Annual Calendar (distribution 80,000) list your event in the "Grand Prix" schedule on the USATF-New England web
- page and national events schedule. A link to entry info, event website, to results will also be posted here.
- email entry information to all member clubs and organizations, and bring entry forms / information cards to other championships held prior to the event (if 100 copies are available to the USATF-NE at least 60 days before the event).
- make our membership list of adult distance runners in the form of an Excel spreadsheet available for a one-time use. assist with pre-race publicity assist with prize money payment to individuals and teams assist with filing record forms if age group records be set
- provide USATF-NE awards for year-end individual champions - men and women - in open (19-39), 40-49, 50-59, 60-69, 70-and-over divisions, and pay year-end prize money to teams in 10-year age divisions.
- designate one or more USATF-NE representatives to attend the event on race day. This person also will work with the timing company to verify New England results and help with award ceremonies. A space or table must be available in the registration area to promote USATF and the series. This space must include room to display a poster with the series current standings and a poster with the rest of the series listed. We will make our expertise available to help make your event a quality race.

8. Results

The official time is "gun time" and not "net time" for those events using transponder timing with both start and finish recorders.

Results and team scoring must be posted by official and gun time both on race day and online. USATF-NE requires that full results be available within 24 hours of the race. Results must include overall name, place, time, age/division, place in age group, club, and city/state.

A CSV listing of all finishers, listing overall place, time, place in age group, age, name, city/state, and club must be available by 9:00 a.m. the day following the event.

Results should be provided immediately after the race in a paper format for the USATF Liaison/Representatives and Team Leaders to check.

Individual results:

- Top 50 overall finishers male and female
- Top male and female finishers in the 40-44,45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, and 80+ divisions

Team results:

- Full team results in Open (19-39 years of age), 40+, 50+, 60+, and 70+ divisions

Please see [Competition Guidelines](#) for individual and team scoring requirements.