



**CHICAGO AREA RUNNERS ASSOCIATION
2020 APPLICATION FOR
RACE CERTIFICATION**

To apply complete (type or print in black ink), scan and send a PDF copy of this form to Jim Akita at jim@cararuns.org mail to Chicago Area Runners Association, 1100 W. Cermak Rd. #231, Chicago, IL 60608. (NOTE MAILING NEW ADDRESS)

EVENT INFORMATION

Name of Race:

Date of Race:

Location of Race (City / State):

Event Web Site (url):

APPLICANT INFORMATION

Organizing Entity:

Status: For-Profit Not-for-Profit

Street Address:

City:

State:

Zip:

Producing Agent: Organizing Entity Production / Event Management Company

If not produced by organizing entity, name of company producing:

Race Director (First Name Last Name):

Race Director Phone:

Race Director E-Mail:

CARA INFORMATION

CARA Discount: CARA Member Discount Amount [minimum 10%]: _____

Discount Instructions:

>> Provide above the discount instructions, including discount code to be used. <<<
>>> Races must supply this information on this application. To be determined or check back later will not be accepted. <<<

CARA COMP ENTRIES: Comp Entries Provided [minimum 3]: _____

Comp Entry Registration Instructions:

>> Provide above the comp entry instructions, including code/s to be used or other detailed method. <<<
>>> Races must supply this information on this application. To be determined or check back later will not be accepted. <<<

TENT SPACE: If requested, agree to provide CARA a space of at least 10x10 on race day in a prominent area for member area.

CARA CERTIFICATION REQUIREMENTS

	<u>Distance</u>	<u>Start Time</u>	<u>USATF Course Cert. #</u>	<u>Finishers (Last Yr)</u>
Distance #1:				
Distance #2 (if applicable):				
Distance #3 (if applicable):				

CONFIRM – COURSE CERTIFICATION: The above USATF course certifications are active, and the course has not been altered or experienced any construction that changes the course since the course was certified by its USATF measurer. (Course certification required for all distances, however, not required for kids fun run or walk only events if held)

AGREE – BEST PRACTICES: Race director confirms they have thoroughly reviewed the most up to date version of the CARA Best Practices Guidelines and agrees to all requirements therein.

AGREE – SAFETY: Race agrees to all CARA safety requirements and will commit to safety being the events top priority.

AGREE – INSURANCE: Race will secure event liability insurance with at least \$1 Million coverage by race day.

AGREE - PROHIBIT: Race agrees to prohibit participants from participating with pets, bicycles, in-line skates, roller skates, scooters, and other wheeled vehicles (except service animals, wheelchairs and hand cranks used by disabled participants).

AGREE - STROLLERS: Race agrees to either prohibit strollers / baby joggers or require to participants with strollers to start in the rear of the race.

EMERGENCY PLAN: An emergency plan has been create and includes the following (Items with a * are required):

- Communication Plan* Inclement Weather Policy* Names of Key Decisions Makers*
 Meeting Location for Key Decision Makers in Case of Emergency* Media Communication Plan Medical Emergency Plan
 Evacuation Plan Conditions for Delay or Cancellation Participant SAG / Transport Plan Lost Persons Plan

MEDICAL STAFF: Number of medical staff that will be dedicated to the event: _____

Please provide details on medical staff, including where they are sourced from and type of medical qualifications of staff:

AMBULANCE: Will the event have a dedicated ambulance/s: Yes No, but the event agrees to notify local EMS of the event in advance and provide a route to the event around any road closures.

EVENT STAFF COMMUNICATION PLAN: The event communication plan includes use of the following:

- Key Contact Phone List Cell Phones Two-Way Radios Text Communication Other (Please explain)

AGREE – COMMUNITY NOTIFICATION: Race will notify local residents and businesses along the course of the event passing their area at least seven days prior to the event through one or more of the following: flyering, yard signs, e-mails, phone calls or drop-ins, etc.

COMMUNICATION PLAN: The events posted and planned method to communicate with participants event details and emergency announcements includes:

- Website E-Mails Social Media Text Communication Other (Please explain)

RACE WEBSITE: Each item below is required to be on the event web site. Please review website and check off items to confirm they are included:

- Date of Race | Start Time/s | Street Address of Race Location and Map Link | Course Map
 - USATF Course Certification #/s | Parking Information | Contact Info for Race | Listing of Race Fees
 - Registration Deadlines | Refund Policy | Inclement Weather Policy | Listing of Packet Pick-Up Options
 - Registration Options | Awards Offered | Awards and Results Rules | Direct Link to Race Results
 - Statement on Races Position on baby joggers, strollers, pets, bicycles, skates and other wheel vehicles | Course Cut-Off Time
- After Approval: CARA Race Certification logo linked to CARA Best Practices Guidelines (Must use updated 2020 logo. No old logos please)

REGISTRATION FORM: Each item below is required to be on the event registration form. Please review form and check off items to confirm they are included:

- First Name | Last Name | Gender | Date of Birth or Age on Race Day (Check with your timer for their requirements)
- Mailing Address (Address, City, State, Zip) | Phone Number | E-Mail | Emergency Contact Person and Phone

TOILETS: Complete this section for toilets that are accessible within close proximity of the start / finish area. On-Course toilets may not be included in this equation. The total from Line A must be equal to the totals from Line B and C combined.

A.) Number of Expected Participants (all races combined): _____ / 50 = _____

B.) Number of Gender Specific Toilets Available: _____ x 0.75 = _____

Number of Gender Neutral Toilets Available: _____ x 1.00 = _____

GEAR CHECK: Will free gear check be provided to participants? Yes No (See Best Practices for requirements)

START LINE MARKINGS: How will the start line be marked?: Paint / Chalk Line Timing Mat Truss/Arch Overhead Banner

AGREE – START ORGANIZATION: Staff/Volunteers will be assigned to manage organization and safety at the start line.

AGREE – START CORRAL: A pace sign or corral system will be in place to organize participants by expected pace at the start line.

AGREE – START HYDRATION: A minimum of water will be available to participants pre-race near the start line.

AGREE – SOUND: A public address system or method of amplified sound will be in use.

AGREE – PARTICIPANT INSTRUCTIONS: Participant instructions will be prepared and delivered by announcer prior to the scheduled start time.

AGREE – ON-TIME: Race agrees to start on-time unless there is a safety issue that requires a delay. Speeches and performances will not continue after the scheduled start time.

AGREE – COURSE SIGNS: Distance markers at each mile and directional arrows will be posted at every turn or major intersection that can be seen from a distance.

AGREE – RACE LEADER: A vehicle or lead cyclist will lead the race throughout the course.

AGREE – ROAD CLOSURES: The race agrees to and is permitted to meet CARA road closure requirements?

COURSE MARSHALS:

What is the number of turns or major intersections on your course?: _____.

How many course marshals will be in place at the event?: _____ (this number must be equal to the number of turns or major intersections on your course).

How will course marshals be identified?: Hi-Viz Vest Signs Volunteer Shirt Flags Other (Please detail)

AID STATIONS: How many aid stations will be present serving at least water in pre-poured cups?: _____

List the locations on course of each by their distance on the course (Example: at 1.5 miles, at 3 miles, etc...):

AGREE – CUPS: Only paper cups will be used at aid stations. (For safety, NO plastic or Styrofoam cups will be used on-course.)

FINISH LINE MARKINGS: How will the finish line be marked?: Paint / Chalk Line Timing Mat Truss/Arch Overhead Banner

AGREE – FINISH HYDRATION/FOOD: Race agrees to provide at minimum water at or nearby the finish line for participants.

AGREE – FINISH ORGANIZATION: Staff/Volunteers will be assigned to manage organization at the finish line.

AGREE – RULES: Race agrees to follow USATF/RRCA competition rules to settle all race competition disputes.

TIMING: Please indicate which timing method will be used and confirm that a back-up method (video camera, manual entry, or other method).

RFID/Chip Timing OR Manual Timing AND A Back-Up Method Will Be Used (Method: _____)

AGREE – RESULTS: Race agrees to post results on-site or provide a digital results look-up option on-site.

AGREE – ONLINE RESULTS: Race agrees to post a direct link to results at least within 24 hours of the end of the event on its race web site.

CEREMONY: Race agrees to host the following awards ceremonies: Overall (Required) Age Group (Optional)

AWARDS: Which categories will be awarded for both males and females (see best practices guidelines for requirements)

Overall 14 & Under 15-19 19 & Under 20-24 25-29 20-29 30-34 35-39 30-39 40-44 45-49 40-49
 50-54 55-59 50-59 60-64 65-69 60-69 70-74 75-79 70-79 70 & Over 80-84 85 & Over

Please note any additional or other categories being awarded:

AWARDS DEPTH: How many runners per gender will be awarded (At least top 3 required)

Overall Awards: _____ Age Group Awards: _____

AWARDS DETERMINATION: Agree overall awards will be determined by gun time/actual finish order and age group awards will be based on chip time (if chip timing in use).

Overall Awards Determined by Gun Time Age Group Awards Determined by Chip Time



CHICAGO AREA RUNNERS ASSOCIATION BENEFITS FOR CARA CERTIFIED RACES

RACE OBLIGATIONS TO CARA

Race must fully complete Race Certification Application and meet all requirements within (including CARA member discount, comp entries, and tent space).

Race must pay a fee of \$250 for Race Certification payable before approval is granted.

Race agrees to send CARA Certified Race Survey to all participants within 72 hours of race. CARA will provide results to race.

RACE BENEFITS FROM CARA

CARA will designate race as a 2020 CARA Certified Race

For 2020 race promotion, race will have rights to use CARA Race Certification logo and provided blurb about certification.

Race will receive a highlighted listing, with Certification logo, on Local Events Calendar on cararuns.org.

Race's printed materials (provided by race) to be distributed by CARA at various CARA programs/events.

Race to receive 10% discount on all paid CARA race promotional opportunities (contact Declan at declan@cararuns.org)

Race to receive discounted rates at select CARA event partners (current partners include Big River Race Management, Marathon Sportswear, and others).

RACE DIRECTOR ACKNOWLEDGEMENT OF AGREEMENT

I fully understand, agree to, and will follow through with the terms of inclusion as a CARA Certified Race:

Signature: _____ Date: _____