



2012 AO Championship Bid Kit

The following Provincial Championship events are open for bids from clubs and other groups affiliated with Athletics Ontario.

1. Indoor Combined Events and Prep Meet #1 (Sunday, January 29)
2. Indoor Relays and Prep Meet #2 (Sunday, February 5)
3. Indoor Youth-Senior (Saturday-Sunday, February 18-19)
4. Indoor Bantam-Midget-Junior (March 3-4)
5. 10,000m Track (Junior Men and Senior Men and Women) (May?)
6. 10km Road Walk (Junior and Senior Men and Women) (May?)
7. AO Spring Prep Meet - includes National Junior Qualifier Meet
- May include age-class combined events, selected relays (Saturday-Sunday, June 16-17)
8. Outdoor Combined Events – Senior Men and Women (May?)
9. Outdoor Relays - 4x200m, 4x400m?, Sprint Medley, Distance Medley
10. Outdoor Junior/Senior (Date to announced – please send letters of interest).
11. Outdoor Bantam-Midget-Youth (Saturday-Sunday, July 27-29)
12. 20km Road Walk (Senior Men and Women) (late September/early October)
13. Cross Country (November 11?)

Things to consider:

1. **New:** All AO Championships will be co-hosted by AO and a local host organizing committee (LHOC), usually consisting of an AO club or clubs.
2. \$7.50 of each entry fee goes to AO as a Championship levy (as per current policy)
3. **New:** The remaining entries revenue (i.e., the total entries revenue minus levies) will be shared as follows: 50% to AO and 50% to LHOC
4. All other revenues generated by the LHOC (spectator admission, t-shirt sales, food sales, etc.) go to the LHOC
5. The dates of the competitions are set by the AO Board of Directors. Some dates are negotiable.
6. Any of the Championships may incorporate a dual meet versus another branch. The coverage of any **extra** costs attributed to the inclusion of this additional competition will be negotiated with the LHOC.
7. The entry fees are set by AO (currently \$18.00 per individual event, \$28.00 per relay.)

LHOC shall:

- Provide a competition director who is knowledgeable of and experienced in competition organization as well as assistants
- Contact or meet with an AO representative(s), within 30 days of being informed of being awarded the right to host a championship event, for the purpose of presenting a marketing plan to include sponsorship and communication strategies for the competition
- Provide an acceptable facility for both competition and administration:
 - A 200m, 4 to 6 lane track for indoor championships (applies to competition nos. 1, 2, 3 and 4 above)
 - An artificial, curbed 8 lane track; safety cage and level throwing field, adjustable waterjump and barriers, reversible runways, etc. for major outdoor championships (nos. 7,10,11)
 - An artificial, minimum 6 lane track for minor outdoor championships (nos. 5, 8, 9)
 - A safe course, adequate shelter, washrooms, parking, nearby hotels, etc. for Cross Country and Road Walks (nos. 6,12,13)
 - A certified course for Road Walking events
 - A sheltered location with electricity/generator for meet registration and results preparation

- Provide photo-timing for all competitions held on the track. (In some cases, up to three sets of equipment will be required)
- Provide the necessary equipment (including a minimum of two throwing implements of each specification) –see below re: assistance from AO)
- Cover costs of stadium/equipment rental and ALL other meet expenses with exception of officials' travel as indicated below.
- Secure a Championship meet hotel and/or provide a list of nearby hotels.
- Provide accommodation and food/refreshments for officials and the AO Technical Delegate, if that person is not on the officials list for the meet. For multi-day championships, provide a reception for officials.
- Provide an adequate number of minor officials and volunteers (as specified in the Championships Policies and Procedures Handbook)
- Avoid any conflict with AO sponsors and provide an opportunity for AO sponsor signage displays.
- Enter into a sponsorship agreement with a company or organization which offers a product or service (i.e., liquor, tobacco etc.) which is condoned by AO.
- Use the bibs ordered by AO.
- Cooperate to ensure that events are staged and run according to IAAF/AO rules and regulations and policies and procedures (including items such as check-in procedures, advancement procedures, proper setup of equipment, layout of sector lines in the throwing events, etc.)
- Arrange for the presentation of awards.
- Provide an accurate financial statement to AO.
- Abide by any other rule, regulation or policy as set out in the *AO Policies and Procedures For the Staging of Provincial Championships Handbook* (available on AO website or by request).

The LHOC is encouraged, with prior approval from AO, to organize food concessions, charge an admission fee for spectators, produce and sell a meet "programme", sell tee-shirts, etc. in order to generate more revenue. Any revenue generated by the above-mentioned methods stays with the host group

AO shall:

- Prepare an entry kit, including event schedule, in consultation with the host group.
- Print and circulate, through the AO newsletter and website, the information kit and entry form.
- Post entry kit, performance lists and results on the AO website.
- Do an inspection of the facility and advise host group of any deficiencies.
- Provide throwing implements, wind gauges and other equipment as required.
- Pay for travel costs of officials on the Athletics Ontario Officials-approved list.
- Advise the host group well in advance of any AO sponsors that it should avoid conflicts with.
- Provide medals at no cost to LHOC.
- Accept and process entries and entry fees.
- Prepare meet registration packets for clubs.
- Remove competitors' numbers from club packets for athletes who are identified as not being registered
- After the entry deadline, post entries on the AO website on a daily basis to show entries-to-date, so athletes and clubs can confirm entries and seed marks through the Internet.
- Check and confirm the membership status of all Ontario athletes who seek to enter the Championships, and inform clubs of athletes who are not AO members.
- Provide a sanction and insurance coverage as defined by the AO insurance policy.
- Prepare a "final" event schedule based on entries received.
- Provide advice and other assistance before, during and after the competition.
- Provide bibs, hip numbers and pins at no cost to LHOC.
- In consultation with the Athletics Ontario Officials (AOO) ensure that an adequate number of trained officials is available to work at the competition

Summary of responsibilities*

AO to provide:

- Major officials (with input from co-host)
- Entries and results
- Meet schedules

LHOC to provide:

- Venue
- All minor officials and volunteers
- Accommodations and meals for officials
- Meals for minor officials and volunteers
- Equipment (Phototiming, hurdles, blocks, etc.)

* A complete list of responsibilities can be found in the AO Policies and Procedures for the Hosting of Provincial Championships Handbook, available on the AO website or on request.



2012 AO Championships Bid Sheet

Due: Monday, October 31, 2011 @ 11:59 pm

Please forward by mail, fax or email to: Director of Technical Services, 45 Wellandvale Drive, Welland, ON L3C 7C4 Fax 905-732-0506 roman.otfa@cogeco.ca

Name of Competition:

Name of Bidding/Host Group:

Name of proposed Competition Director:

Proposed Competition Site (name, location):

Please attach any information, maps, etc. available on the facility (if not used in the past for a championship).

Describe age and condition of equipment (eg. hurdles, landing pits, etc.)

Availability of Hotels near Competition site:

Write in below or overleaf or attach any other information that will enhance your bid.