



CHICAGO AREA RUNNERS ASSOCIATION APPLICATION FOR RACE CERTIFICATION

To apply complete (print in black ink), scan and send a PDF copy of this form to greg@cararuns.org or send printed copy to Chicago Area Runners Association, 549 W. Randolph St., Suite 704, Chicago, IL 60661. A certification fee of \$250 for not-for-profits or \$350 for for-profits must accompany the application. If you wish to pay by credit card e-mail events@cararuns.org. Allow up to 14 days for processing of certification requests after forms and fees are received. Fees will be returned if approval for certification is not granted.

GENERAL INFORMATION

Name of Race:

Date/s of Race:

Location of Race (City / State):

Distance/s:

Start Time/s:

USATF Course Certification Number/s:

Event Web Site (url):

Organizing Entity:

Status: ☐ For-Profit ☐ Not-for-Profit

Street Address:

City:

State:

Zip:

Race Director (First Name Last Name):

Race Director Phone:

Race Director E-Mail:

HISTORICAL INFORMATION

Number of Years Race Has Existed:

Number of Finishers in Previous Year:

Years of CARA Race Certification:

Was Race CARA Certified During Most Previous Year?: ☐ Yes ☐ No

GENERAL REQUIREMENTS

☐ AGREE – INSURANCE: Race has secured event liability insurance.

Coverage Amount:

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

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

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

☐ 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.

☐ AGREE – RULES: Race agrees to follow USATF/RRCA competition rules.

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 = _____

C.) Number of Gender Neutral Toilets Available: _____ x 1.00 = _____

GEAR CHECK: Will free gear check be provided to participants? ☐ Yes ☐ No

WEB SITE INFORMATION

A review of the race web site has been completed and each of the following are included on the web site:

☐ Date of Race | ☐ Start Time/s | ☐ Street Address of Race Location | ☐ Course Map

☐ USATF Course Certification # | ☐ Parking Information | ☐ Contact E-Mail and Phone for Race | ☐ Listing of Race Fees

☐ Registration Deadlines | ☐ Refund Policy | ☐ Inclement Weather Policy | ☐ Listing of Packet Pick-Up Options

☐ Race Day 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

RACE REGISTRATION INFORMATION

A review of the race registration form has been completed and each of the following will be collected on the form:

☐ First Name | ☐ Last Name | ☐ Gender | ☐ Age on Race Day or Date of Birth (DOB required for CARA Circuit Races)

☐ Mailing Address (Address, City, State, Zip) | ☐ Phone Number | ☐ E-Mail | ☐ Emergency Contact Person and Phone

CARA Members Discount Amount (\$ or %):

Instructions for Redemption of the Member Discount: [Preferred method: online registration discount code, please provide code here]

Number of Complimentary Entries Provided to CARA:

Instructions for Redemption of the Comp Entries: [Preferred method: online registration comp code/s, please provide code/s here.]

START LINE OPERATIONS AND LOGISTICS INFORMATION

MARKINGS - How will the start line be marked?: ☐ Paint / Chalk Line ☐ Timing Mats ☐ Truss/Arch ☐ Overhead Banner

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

☐ AGREE – PACE: A system will be in place to organize participants by expected pace at the start line (i.e. signs).

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

☐ AGREE – SCHEDULE: 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.

COURSE OPERATIONS AND LOGISTICS INFORMATION

☐ AGREE – SIGNS: Distance markers at each mile and directional arrows will be posted at every turn or major intersection that can be seen from at least 50 meters away.

☐ AGREE – 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?

URNS/INTERSECTIONS: What is the number of turns or major intersections on your course?: _____

COURSE MARSHALS: 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...):

FINISH LINE OPERATIONS AND LOGISTIC

MARKINGS - How will the finish line be marked?: ☐ Paint / Chalk Line ☐ Timing Mats ☐ Truss/Arch ☐ Overhead Banner

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

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

TIMING, RESULTS, AWARDS GUIDELINES

Timing Methods (Check all in-use): ☐ Pull Tags ☐ RFID/Chip ☐ Manual Key Pad ☐ Video Back-Up ☐ Other (Please detail)

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

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

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

☐ AGREE – AWARDS: Race agrees to provide awards at least three deep in all required categories.

Which awards categories are being offered?: See CARA Best Practices Guidelines for requirements.

☐ 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 & Over ☐ 80-84 ☐ 85 & Over

☐ Other/s (Please explain):

Awards placing's to be determined by:

Overall Awards: ☐ Gun-Time (overall awards must be determined by gun-time / actual order of finish)

Age Group Awards: ☐ Gun-Time ☐ Chip-Time (race's may choose which method for age group awards, chip time recommended)

☐ AWARDS: Race agrees to provide awards at least three deep overall and in all age group categories.

CEREMONY – Which types of awards will be presented at a ceremony?: ☐ Overall (Required) ☐ Age Group (Optional)

MEDICAL / EMERGENCY PLANNING INFORMATION

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.

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)

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