



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 nick@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 should be sent with the application. If you wish to pay by credit card e-mail nick@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

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 | 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

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 | 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

A CARA member discount of at least 10% is provided (required). Amount offered is: _____

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

Three complimentary entries for CARA's use are provided. If additional entries provided, how many: _____

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 pace sign or corral system will be in place to organize participants by expected pace at the start line.

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)

(Please include your timers back-up system, i.e. video, key pad, manual recording, etc...)

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.

Awards a minimum of three deep will be offered in the male and female categories checked below?: Must meet minimum requirements of CARA Best Practices Guidelines.

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 & 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)

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