



CHICAGO AREA RUNNERS ASSOCIATION 2019 APPLICATION FOR RACE CERTIFICATION

To apply complete (type or 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. Fee will be returned if application is denied. 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.

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: <input type="checkbox"/> For-Profit <input type="checkbox"/> Not-for-Profit	
Street Address:		
City:	State:	Zip:
Race Director (First Name Last Name):		
Race Director Phone:	Race Director E-Mail:	
Number of Finishers in Previous Year:	Number of Expected Finishers for 2019:	
Was Race CARA Certified During Most Previous Year?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> AGREE – BEST PRACTICES: Race director confirms they have thoroughly reviewed the most up to date version of the CARA Best Practices Guidelines (revised November 2018), and agrees to all requirements therein.		
<input type="checkbox"/> AGREE – INSURANCE: Race has secured event liability insurance.	Coverage Amount:	
<input type="checkbox"/> AGREE – RULES: Race agrees to follow USATF/RRCA competition rules to settle all race competition disputes.		
<input type="checkbox"/> 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.		
RACE WEBSITE: <i>Each item below is required to be on the event web site. Please review website and check off items to confirm they are included:</i>		
<input type="checkbox"/> Date of Race <input type="checkbox"/> Start Time/s <input type="checkbox"/> Street Address of Race Location and Map Link <input type="checkbox"/> Course Map		
<input type="checkbox"/> USATF Course Certification # <input type="checkbox"/> Parking Information <input type="checkbox"/> Contact Info for Race <input type="checkbox"/> Listing of Race Fees		
<input type="checkbox"/> Registration Deadlines <input type="checkbox"/> Refund Policy <input type="checkbox"/> Inclement Weather Policy <input type="checkbox"/> Listing of Packet Pick-Up Options		
<input type="checkbox"/> Registration Options <input type="checkbox"/> Awards Offered <input type="checkbox"/> Awards and Results Rules <input type="checkbox"/> Direct Link to Race Results		
<input type="checkbox"/> Statement on Races Position on baby joggers, strollers, pets, bicycles, skates and other wheel vehicles <input type="checkbox"/> Course Cut-Off Time		

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 | 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]. If not providing, race certification fee will increase by \$100.

Three **COMPLIMENTARY ENTRIES** for CARA's use are provided (required). 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].

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)

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 strollers / baby joggers or require to participants with strollers 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 service animals, wheelchairs and hand cranks used by disabled participants).

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)

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

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

(Please include your timers back-up system (required), 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 – 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):

AWARD PLACING DETERMINATION:

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

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 (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?

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

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. No plastic or Styrofoam cups will be used.

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.