

**United States Snowshoe Association, Inc.**



**2017 US National Snowshoe Championship  
Event Bid Application**

United States Snowshoe Association, Inc.  
5317 Thistlebrook Court  
Raleigh, NC 27610

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National Championship  
Event Bid Application**

**Purpose**

The purpose of the U.S. Snowshoe Association's National Snowshoe Championships Program is to:

1. Promote the Sport of Snowshoeing to the general public as a safe, healthy, enjoyable outdoor winter activity.
2. Promote the Sport of Snowshoe Racing to athletes of all ages and abilities.
3. Coordinate and conduct the U.S. National Snowshoe Championships

**Eligibility -**

Athletes who are USSSA members are eligible to participate in the National Snowshoe Championships. The national championship snowshoe events are *typically* comprised of a 10km cross country snowshoe race for all Senior aged athletes (20 yrs. of age and older), broken down into 5 year age categories, i.e. 20-24, 25-29, 30-34, 35-39....70+, Half Marathon National Championship (all ages), a Marathon National championship (all ages) and a 5km race for Junior athletes (ages 15-19 and 14 or younger).

**USSSA National Snowshoe Championship Events**

The USSSA National Snowshoe Championships rotate from region to region each season following the order of (2010) Northeastern- (2011) North Central- (2012) Rocky Mtn.- (2013) Western- (2014)- Northeastern.....The USSSA National Championships are comprised of:

1. A 5km Cross Country Snowshoe Race for Junior Boys and Girls (Day One)
2. A 10km Cross Country Snowshoe Race for Senior Men and Women (Day One or Two)
3. A 4x2.5km Team Snowshoe Relay (Day Two)
4. An Open 'Citizen's Snowshoe Race of a distance TBD (Day One)
5. Kid's Kilo (Day One)
6. Half Marathon National Championship (Day Two)
7. Marathon National Championship (new in 2016) (Day Two).

The race courses these events are contested over should meet all USSSA course design parameters and must be pre-approved by the USSSA.

**Application Period**

Completed applications for conducting the 2017 National Championship snowshoe events should be submitted by January 1, 2016. The 2017 National Championship site will be announced at the 2016 National Championships event in Ogden, UT on February 26-28, 2016. Early submission of applications is strongly recommended. The USSSA does not award events on a multi-year basis. Successful applicants will be notified via email and postal mail.

**Application Instructions**

- Complete the application as thoroughly as possible. Be specific and accurate in your responses. Some of this information may be distributed in press releases and/or event information.
- Additional materials and documentation describing the event may be included to enhance the application.
- If more than one event organizer is involved in the proposed USSSA Regional or National Championship event, one must be designated as the primary USSSA coordinator/contact.
- If your race being sanctioned is recognized by the USSSA the fee is \$40. All checks should be made payable to "The US Snowshoe Assoc., Inc." or "USSSA" and mailed in with

your completed sanctioning form.  
When complete, submit the Event Bid Application to the USSSA Sports Director.

**Application Submission**

Submit the completed application by January 1, 2016 to the USSSA Sports Director at:

USSSA Sports Director  
Mark Elmore  
5317 Thistlebrook Court  
Raleigh, NC 27610

**Application Review Process**

The completed Event Bid Application will be distributed to the members of the USSSA's Board of Regional Athletic Delegates (BORAD) for review.

**Summary of Benefits to the Event Promoters (Event Organizer will receive)**

1. Increased exposure through website linkages with the USSSA and USSSA sponsors
2. Increased exposure through USSSA's advertising/promotion efforts, i.e. press releases issued to all USSSA magazine, newspaper, television, and radio contacts.
3. Increased exposure through the USSSA's national and regional distribution of event posters/flyers.

Please submit a completed copy of this Bid Application with supporting materials to: USSSA Sports Director, Mark Elmore, 5317 Thistlebrook Court Raleigh, NC 27610

Before submitting this Bid Application, make sure you have; included all requested information and supplemental materials, obtained all necessary signatures, consulted with local USSSA officials, and read and understood the bidder statement, which is part of the bid application

For assistance in completing this Bid Application contact Mark Elmore at 518-420-6961 or at [ussasnowshoeguy@gmail.com](mailto:ussasnowshoeguy@gmail.com)

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**Part I– Primary Contacts**

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**Bid Submission Date:****Event(s) Site(s):**

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**Event Organizer/Bidder**

Contact Name \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

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**Event/Race Director (if different from above)**

Contact Name \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

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**Part II– Year and Event Sought**

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**Year****Event**

2017 U.S. Snowshoe Association National Championship Event

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**Part III– Event Details**

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**A) Event Site(s) (Facility and/or Park name and location)****B) Proposed Event Title:****C) Preferred Event Date(s):**

First Choice:

Second Choice:

 **D) Proposed Start Time(s):**

This proposed time schedule is: (circle one) Fixed

Flexible

E) Please list other similar events that have been conducted on these sites and whether this event is being conducted in conjunction with some other Non-Championship event(s). If so please describe other event.

F) Please include a Course Map that shows the course layout, i.e. start/finish lines, stadium, elevations, etc. Indicate on Course Map the location of registration center, aid and medical stations, toilet facilities, etc.

G) Course composition: \_\_\_\_\_% Uphill      \_\_\_\_\_% Downhill      \_\_\_\_\_% Flat  
   \_\_\_\_\_% Groomed Trail      \_\_\_\_\_% Single Track  
   \_\_\_\_\_% Untracked Powder

H) Weather Conditions for this time of year:  
Avg. temperature during race time: \_\_\_\_\_ Avg. Humidity \_\_\_\_\_ Avg. Wind \_\_\_\_\_

I) Provide name and full contact information of the individual(s) and/or company providing timing and results for this event.

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**Part IV- Local, Regional, State, National Associations**

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Please list contact information for any and all Local, Regional, State, and National Association that are assisting with the conduct of this event:

Briefly describe the role these Local, Regional, State, and National Associations play in planning and staging this event. (attach additional sheets if necessary)

**Part V– Local Organizing Committee Details (attach additional sheets with responses)**

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A) Provide the legal name, address, website URL, telephone and fax numbers of the sponsoring organization bidding for this event, if different from that listed in Part I

B) List the names and professional background information of key organizing committed personnel who will be responsible for the conducting of this event. Provide an organizational chart or listing of the proposed event management team.

C) Name other organizations, if any, that will conduct or assist in the conducting of this event. Explain the relationships and responsibilities of any such organizations.

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**Part VI– National Championship Liaison (this section pertains to bids for the National Championships ONLY not any other event)**

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The United States Snowshoe Association designates a National Championship Liaison, (typically the USSSA Sports Director), whose role is to: serve as an intermediary between the bidder and the USSSA, serve as a Referee or on the Jury of Appeals, provide technical assistance to the bidder, serve as a resource for athletes, supervise race preparation and race day execution of the event, and to report back to the USSSA on the success of the event.

The USSSA requests that bidders consider providing transportation, housing (up to 3 nights), meals or per diem (\$40) and race credentials for the NC Liaison during the Championships. Indicate whether you will be able to provide the following for the NC Liaison:

Transportation (event related local)	Yes	No
Hotel	Yes	No
Per Diem (\$40)	Yes	No
Meals	Yes	No
Race Credentials	Yes	No

The National Championships Liaison, along with Referee(s) shall contact the timing/results provider to ensure that the timing will be conducted in accordance with USSSA Official Rules.

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**Part VII– Officials**

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The USSSA National Championships Liaison and bidder shall determine a process to select a Jury of Appeals and will determine how many other officials will be necessary to conduct the event.

Indicate if the following will be provided for the Certified Officials

Transportation	Yes	No
Meals	Yes	No
Lodging	Yes	No

**Part VIII– Athletes**

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- Bidder will provide a hospitality suite for athletes, staffed by LOC volunteers  
Yes                      No
- Bidder will provide event T-shirt and/or other commemorative souvenir to all participants  
Yes                      No
- There will be an Awards Ceremony

- |                                 |     |    |
|---------------------------------|-----|----|
|                                 | Yes | No |
| • Other Events (if so describe) |     |    |
|                                 | Yes | No |

Note: Only U.S. Citizens who are members of the USSSA and are eligible to represent the United States in International competition may contend for the USSSA National Championships. Foreign athletes and resident aliens are eligible to participate in the National Championship and receive International division awards.

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**Part IX– Transportation**

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- 1) Name all airlines that serve local airport(s). Please include distance and time of travel from nearest major domestic airports to host city.
  
  - 2) Please provide a list of transportation systems within your city/community available for public use and providing access to race course and hotels.
  
  - 3) Please list companies that provide car rental service and other transportation related information.
  
  - 4) Please indicate which hotels provide free airport shuttle services.

**Part X– Medical** (Attach Additional Sheets with Responses)

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Please attach a separate sheet detailing Bidder’s plans for ensuring adequate medical services for athletes and spectators. Please note that the adequacy of medical services must be pre-approved by the USSSA.

Nearest Hospital Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Distance from Event Venue: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will an ambulance be available? Yes No  
 How many medical staff will be on site? \_\_\_\_\_  
 How many radios and/or cell phones will be used for communication on the course? \_\_\_\_\_

**Part XI– Business Issues**

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1. The Bidder will be required to execute a formal Championship agreement (see attached)
  2. The Bidder must demonstrate its financial capabilities to cover expenses deemed their responsibility as agreed upon in conjunction with the USSSA
  3. The Bidder will submit a proposed budget with this Bid Application

4. The Bidder will be required to promote and advertise the event in a first class manner using all customary means, i.e. print, radio, television, website, etc. All proposed advertising copy, designs, photos, drawings and logos must be pre-approved by the USSSA's Marketing Department, prior to publication.
5. The Bidder shall provide the USSSA sponsors the first right and opportunity to provide products and services for the event and to be associated with and/or included in all event advertising efforts.
6. The Bidder may not reach an agreement with any sponsor without the express written approval of the USSSA.
7. **The Bidder will submit a proposed insurance and risk management plan for the event**

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### **Rights and Responsibilities**

#### **The USSSA is responsible for:**

- National media and marketing
- USSSA staff & official assistance
- Editorial coverage posted on the USSSA website. Editorial coverage is also dependent upon the information give to the USSSA by the event organizers.
- The USSSA will coordinate various marketing programs, event operations and sponsorship partnerships with event organizers.
- Insurance

#### **Event Organizers are financially responsible for:**

- Event production and technical operations
- Timing, staffing, results, media, sound, public address announcer, venue, Banners
- Some local, regional, and national advertising

### **Part XII– Additional Information**

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Please provide any additional information that you believe will assist the USSSA in deciding whether to award a Regional/National Championship event to your organization. (Attach additional sheets if necessary)

Please provide the following information:

1. Population of host community
2. Nearest major urban areas and cities to venue
3. Include brochures on proposed venue(s), venue facilities, community, hotels, area attractions, websites, etc.
4. Are you a non-profit or professional event organizer?
5. Please outline the event organization's staffing ad volunteer structure.
6. Does the event organization have a relationship with the local convention and visitor's bureau?
7. Please outline the event organizer's measure of success for this event
8. Will there be any user fees, participant or spectator charges (i.e. parking fees, etc.)?



9. Please provide a topographical map of proposed race course(s). If possible.
10. Outline how the event will be timed.
11. Describe security for the venue, parking, expo areas
12. Outline the event organizer's pre-event marketing plan
13. Will the event organizer have a website/email address specific to the event?
14. Will online race registration be available? If yes, will it be through the event organizer's website or another online race registration company?
15. Outline the financial and in-kind services the hosting community will extend to the event organizer for the event.
16. Outline incentives that may be offered to participants that would favor this event over another event (i.e. accommodations, airline specials, special events, etc.)

**Bidder Statement**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Bidder), the party seeking to host the \_\_\_\_\_, represent and attest that I have thoroughly read and understand the foregoing USSSA Event Bid Application Form. I understand all the requirements for hosting a USSSA event and I have the express authority to submit this Bid Application on behalf of the Bidder. If awarded the right to host this USSSA event I understand and agree that I must comply with each and every requirement stated in the Bid Application form, as well as all applicable USSSA, WSSF (World Snowshoe Federation), Competition Rules and Regulations. Additional applicable requirements may be negotiated in good faith between the USSSA and Bidder.

Each and every statement, promise, chart, photograph, or submission made in conjunction with the submission of this Bid Application is true and accurate, as of the date of this submission, and does not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled. If, due to subsequent events of inaction, any statement, promise, chart, photograph, or submission made herein is no longer true or capable of being fulfilled as required by the Bid Application, then I shall immediately notify the USSSA of this fact. I further understand and agree that the USSSA reserves the right to withdraw its award of the USSSA event due to the Bidder's inability to fulfill the conditions and promises stated in its original Bid Application.

**Event Organizer**

**U.S. Snowshoe Assoc. Inc.**

\_\_\_\_\_  
Print Name:  
Title:  
Party Represented:  
Date:

\_\_\_\_\_  
Print Name:  
Sports Director:  
Date:

**Event/Race Director**

\_\_\_\_\_  
Print Name: :  
Title:  
Party Represented:  
Date:

**U.S. Snowshoe Association, Inc. Acknowledgement**

I, \_\_\_\_\_ on behalf of the United States Snowshoe Association, Inc., hereby acknowledged that the USSSA has been consulted by \_\_\_\_\_ (Event Organizer) regarding the role it would play if Event Organizer is awarded the \_\_\_\_\_ (USSSA event).

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_