

2009/2010
National Championships
Bid Application and Manual



National Championship Overview

USA Cycling (USAC) is the National Governing Body for competitive cycling in the United States, a member of the United States Olympic Committee (USOC), and is recognized by the Union Cycliste Internationale (UCI) as the sole sanctioning body for cycling in the United States.

USA Cycling owns the rights to the United States National Championships. USAC will place these championship titles out to bid and will choose the Local Organizing Committee (LOC) to host these events.

USAC retains the rights to specific media and sponsorship categories. The guidelines and responsibilities for hosting the National Championships are outlined in this application. There may be some items that may be negotiated and the final contract between USAC and the LOC will specify all the details.

The rights to organize a USAC National Championship may be awarded to an organizer who meets the requirements established by the USAC Chief Executive Officer.

An organizer may offer prize money at the National Championships. If prize money is to be awarded, please include in the bid application.

The courses proposed for the National Championships must follow the guidelines for the disciplines stated in the current USAC-MTB Rulebook.

USA Cycling Mountain Bike National Championships

One-Day National Championships: XC, STXC, DH, 4X, Super D, OT

To be held: 29th week of year (July 17-19, 2009 and approximately the third week in July for 2010)

Bid Options: Promoters may submit a bid for hosting XC-only or Gravity-only events. Separate venues and weekends for a XC festival and Gravity festival will be considered. Promoters may also bid on hosting all the events (XC and Gravity) over the designated weekend.

Dual Slalom may be offered, but will not replace the 4X for Pro (Elite) competitors.

Marathon National Championships (60k to 100k)

To be held: Ideally Sept 27-29, 2009 (as designated by UCI), but other dates may be accepted.

24-Hour National Championships

To be held: Anytime after May 1, but no later than mid-October.

Bid Note: *The 2009/2010 24-Hour National Championships have been awarded.*

Collegiate Mountain Bike National Championships

To be held: The third or fourth weekend in October

National Championship Disciplines and General Guidelines

Cross country

Cross Country (XC): Courses should be held on a circuit comprised of forest roads, forest or field trails, and unpaved dirt or gravel roads.

Short Track Cross Country (STXC): Courses should be a shortened XC-style race designed being spectator and media friendly. It should be 100% rideable, regardless of terrain and weather. Lap times should not be less than two minutes.

Gravity

Downhill (DH): A gravity time trial competition consisting of riders racing one at a time, against the clock, down a trail, jeep road, fire road, or combination of all three.

Mountain Cross/4X (MX/4X): A gated gravity competition where four competitors race together on a course which will often feature bermed corners, jumps, and other technical trail features.

Dual Slalom (DS): A gated gravity competition where two competitors race head-to-head down two similar, but separate courses.

Super D (SD): A hybrid event combining aspects of XC and DH racing. A mass start competition which riders compete on a course that has significantly more downhill than uphill sections.

Marathon

Marathon: A mountain bike race with the distance of 60k-100k (37-63 miles). The course must either be a point-to-point or circuit disputed over one or two laps.

24-Hour

24-Hour: A solo or team competition contested over a 24-hour period of time with the winner determined by the number of total laps completed.

Observed Trials

Observed Trials (OT):* Mountain bike events conducted over an obstacle course including such natural hazards as mud, rocks, water, etc. composed of any number of sections. The riders attempt to negotiate each section without putting down a foot or hand (dab).

*(May be held at XC or Gravity National Championships)

National Championship Responsibilities of USAC and LOC

USA Cycling Responsibilities

1. National Championship Designation
The National Championship designation will be awarded on an annual or multi-year basis, depending on the agreement between USAC and LOC.
2. Final Course and Facility Approval
3. Sponsorship in USAC-protected categories
USA Cycling has an ongoing sponsorship plan that benefits programs and events sanctioned by USAC. These sponsors have certain rights associated with National Championship events and protection within their product categories. The LOC will be notified regarding any sponsorship negotiations that will directly affect the event. The list of USAC categories closed to LOC is outlined in the back of the application and will be updated as additions or deletions are made.
4. Event Insurance
The event will be insured under the current USA Cycling Mountain Bike event insurance policy. The LOC will be responsible for permitting the event at least eight (8) weeks before the event date. The LOC will also be responsible for the additional \$4 million insurance policy at a cost of \$500 for the excess coverage.
5. Assignment of Event Officials
The USAC Technical Director and Technical Committee will assign the USAC officials for the event. USAC will pay the officials fees and travel for the XC and Gravity Nationals.
6. Creating and ordering National Championship medals and jerseys
USAC will provide all National Championship jerseys and medals. The LOC will be responsible for the arranging the awards ceremony. A USAC staff member will be at event to assist with the awarding of the National Championship jerseys and medals.
7. USAC Staff Travel
All travel and transportation expenses for USAC staff will be the responsibility of USAC.
8. Event Promotions
The USAC Communication department will provide promotion of the event to athletes and national media through USA Cycling publications, emails, and website. There will also be a member of the USA Cycling Communications department at most National Championship events. There will also be a contact in the USAC office for pre-event and post-event promotional information and distribution.
9. Start/Finish Banner
USAC will provide start/finish banner and other USAC sponsor/supplier banners for the event.
10. Awards Backdrop
USAC will provide awards backdrop for the event.
11. Event Announcer
USAC will provide an announcer to serve as the voice of the USA Cycling National Championships. The announcer will be responsible for explaining the race to the crowd, reading public service announcements and sponsor advertisements, as well as serving as the emcee for all awards ceremonies.
12. Race Numbers
USAC will order and coordinate with the LOC on the number of race numbers needed for the Championship events.

National Championship Responsibilities of USAC and LOC

LOC Responsibilities

1. Securing the Venue and Event Facilities

The LOC must secure the necessary venue and facilities to conduct the event. The venue, facilities, and courses are subject to approval by USAC staff. USAC staff will conduct a site visit prior to final site selection.

2. Venue and Event Permits

The LOC will be responsible for both the venue/land-use permits and the USAC-MTB permit. The USAC-MTB permit must be submitted to USAC at least eight (8) weeks before the event date. The LOC will be responsible for the permit fee, insurance surcharges, the additional insurance coverage of \$4 million (\$500) and any insurance coverage for the non-owned/hired automobiles used at the event.

3. Course Construction

The LOC must provide a detailed map showing the courses to be used for the National Championships. Detailed maps must include elevation gain/loss, length, altitude, any hazards, medical checkpoints, feed zones, etc.

4. Timing, Scoring, and Results

The LOC will be required to provide timing and scoring for the event. A comprehensive example of what type of timing and scoring will be provided for the event must be included in the bid application, along with any additional fees which may be charged (i.e. chip, amb). All hardware, software, and equipment necessary for the production of the event will be secured by the LOC. This includes, but is not limited to the following: computer hardware, results software, display boards, clocks, and all of the necessary wiring and interfaces. The LOC will be responsible for submitting race results to USAC in the proper (electronic) format at the end of each event day.

5. Fencing and Start/Finish Structures

The fencing and start/finish structures must be approved by USAC for logo placement of sponsors and USAC branding.

6. Stage and all sound for the Event

The LOC shall provide a stage for the announcer, officials, and sound for the event. The LOC will be responsible for providing sound equipment /audio for the event.

7. Awards Area

The LOC is responsible for providing an awards area and coordinating the logistics of the awards ceremony. The LOC will coordinate with the events announcer, a designated awards coordinator for the event, and USAC staff. Presenters will be coordinated between the LOC and USAC. The awards backdrop will be provided by USAC.

8. Officials Fees (24-hour and Marathon)

The LOC for the 24-Hour and Marathon National Championships will be responsible for all officials fees, travel, housing, and per diem.

9. Race Registration and Facilities

Online race registration must be administered by Sports Base Online (the USA Cycling online registration preferred provider). On-site registration will be the responsibility of the LOC. A minimum of five (5) volunteers must be provided by the LOC. USAC staff will assist with the checking of athlete waivers and licenses at race registration. A minimum of three 6'foot tables

and 12 chairs must be provided for registration. The room must have electrical outlets and internet access. Directional signage must be placed to direct athletes.

10. Championship Technical Guide

The LOC shall provide USAC with a Championship Technical Guide outlining the host organization, host city information, proposed race schedule, registration information, directions to venue, proposed courses, medical plan, communications/radio plan, volunteers plan, hotel information, any prize money to be offered, and any other information that may pertain to the event.

11. Event/Volunteer Staff

The LOC must provide enough event staff/volunteers for the set-up and tear-down of the event, course marshals, registration staff, medical control (first responders), parking control, etc. The LOC will be responsible for the recruitment, training, and management of event staff/volunteers.

12. Host Hotel

The LOC shall identify a host hotel for the event (Hilton-brand of hotels such as Hampton, if possible). The host hotel should be within a reasonable distance to the venue. The price range should be reasonable (no more than \$120).

13. Housing at Host Hotel for USAC staff, officials, event announcer

The LOC shall provide USAC staff, officials, event announcer with housing at the host hotel.

14. Medical Control (Drug Testing) Facilities

The LOC must provide a drug control (testing) facility and volunteers (chaperones) per the US Anti-Doping Agency (USADA) requirements and specifications. www.usada.org

15. Financial Management

The LOC is responsible for the financial management of the event. A contingency plan must be developed to assure USAC that there are adequate funds to conduct the event.

16. Bike Wash

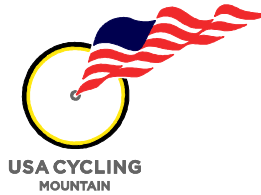
The LOC must provide at least one bike wash (area) for the event.

17. USAC Expo tent/space

If requested, the LOC shall provide USAC with a 10'x10' booth, with appropriate associated space, to sell USAC merchandise at the event.

18. Venue Parking

The LOC must identify and secure parking for the event. The parking area must be within reasonable distance of the main event venue. If possible, the LOC should prioritize parking among staff, athletes, and spectators. Passes must be provided to USAC staff at no charge.



USAC-MTB National Championship Bid Application Application Procedures

Application Deadline: The application deadline for the 2009/2010 MTB National Championships (XC/Gravity, Marathon, and Collegiate) is June 10, 2008.

Application Fee: All bids must be submitted with a \$500 good faith deposit. USAC reserves the right to deposit the check upon receipt. USAC will return all deposits on bids that are not accepted. Please make checks payable to "USA Cycling."

Event Expenses/Budget: The LOC shall provide USAC with an event budget. The event budget needs to include all expenses, sponsorship funds, and revenues received by the LOC for the event.

Selection Criteria: The bids will be received by the USAC-MTB Events and Program Director, then reviewed and selected by designated USAC staff. The bid application questions will be given a score from 1-5 (1 being lowest, 5 being highest). Scores will help to determine the final selection of the venue and LOC.

These items will be factored into the selection criteria:

1. Event Management Experience
2. Timing and Scoring
3. Venue Quality, Location, Infrastructure, Accessibility
4. Quality of Courses: fair, safe, and a solid test of the discipline(s)
5. Operating Budget
6. Community Support and Involvement
7. Local, Regional, and National Sponsorship Potential
8. Impact on Local, State, and Regional USAC membership
9. Volunteer Support
10. Overall bid presentation

Acceptance and Contract: All LOCs submitting bid applications must complete the bid application and return to USAC by the application deadline. Organizations selected in the final bid process may be provided a preliminary contract for their review. USAC reserves the right to reject any bid and to waive an informality or irregularity in any bid application received. USAC also reserves the right to negotiate any proposed change(s) in the final agreement and contract with a designated LOC.



2009/2010 USAC-MTB National Championship Bid Application

Event(s) being applied for (please circle all disciplines being applied for in bid application):

- | | |
|--|--|
| <input type="radio"/> Cross-country (XC) | <input type="radio"/> Downhill (DH) |
| <input type="radio"/> Short-Track Cross-country (STXC) | <input type="radio"/> Dual Slalom (DS) |
| <input type="radio"/> Marathon (60k-100k) | <input type="radio"/> Mountain Cross (4X) |
| <input type="radio"/> 24-Hour | <input type="radio"/> Super D (SD) |
| <input type="radio"/> Collegiate MTB | <input type="radio"/> Observed Trials (OT) |

Venue and Event Location

Venue

City State

Is this an existing event? Yes No

If yes, what is the event name?

Event Website

Event Dates (XC, DH/4X, and Marathon National Championships have recommended UCI dates)

Discipline	First Event Date Choice	Second Event Date Choice
<input type="text"/>	<input type="text"/>	<input type="text"/>

Discipline	First Event Date Choice	Second Event Date Choice
<input type="text"/>	<input type="text"/>	<input type="text"/>

Discipline	First Event Date Choice	Second Event Date Choice
<input type="text"/>	<input type="text"/>	<input type="text"/>

Local Organizing Committee (LOC)

Organization Name

Name of Primary Contact

Mailing Address

City State Zip

Phone Fax

Phone (to be published)

Email

Website

Please answer the following questions as thoroughly as possible. Please leave the 'score' area blank (this will be completed by USAC staff). Bid applications will be scored based on a scale of 1-5 (1 being lowest, 5 being highest).

LOC Event Organizing Experience

Score:

(Please list events the LOC has organized, both cycling and non-cycling)

LOC Staffing and Volunteer Structure

(Please outline the structure of the LOC staff and volunteers)

Score:

Timing and Scoring

Please outline the method to be used for timing and scoring the event. Please list events you feel have been successful with your timing/scoring system. Please include examples of accuracy and timeliness of your timing and scoring system.

Score:

Venue Location, Quality, Infrastructure, Accessibility

Venue Location and Accessibility

Average Score:

Population

Typical weather during event month

Altitude

Name and distance of closest airports

What major cities are close?

What are the distances to these cities?

Host Hotel (name and distance)
***Hampton or Hilton-brand hotel**

Grocery Stores, gas stations
(names and distances)

Restaurants (names and distances)

Venue Infrastructure

Average Score:

Is the venue on public or private land (circle one)? Public Private

Dimensions of tech/expo area:

Outline parking capacity and any fees for athletes and spectators:

Attach published information on the venue which describes dimensions, facilities, past events held there and on-site amenities.

Number of bike washes available:

Location of bike washes:

If a gravity event, describe the transport to the top of the runs:

Outline available drug testing facilities if event is chosen for drug testing:

Emergency Medical Plan and Facilities

Average Score:

Will an ambulance be on-site for the event? Yes No

What medical facilities are available on-site for the event?

How many first responders/medical staff will you have on-site?

Please attach an emergency medical plan for the event.

Security

Please attach the security plan for the venue, parking, tech/expo area, courses.

Courses

Please attach maps of all the courses to be used for the event and include these items:

1. Length of course. Include any course options available for the different ability categories.
2. Elevation gain and loss per lap
3. Variations in trail (single track, two-track, fire road, steep climbs or descents, hazardous sections, water crossings, any paved sections on course)
4. Indicate the difficulty of course for the different ability categories. Please use a scale of 1-5 (with 1 being the easiest and 5 being the most challenging). Differentiate between the difficulties based on physical fitness and technical elements of the course.
5. Feed and tech zone locations
6. Spectator spots on course
7. Access points for medical staff with evacuation routes indicated
8. Location of course marshals

Operating Budget

Please attach a detailed budget for all event expenses.

Score:

Contingency Plan

Please attach an outlined contingency plan for the event.

Score:

BIDDER STATEMENT

I, _____, on behalf of (Bidder), the entity seeking to host the USA Cycling Mountain Bike National Championship (XC, Gravity, and/or Marathon), represent and warrant that I have thoroughly read and reviewed the foregoing bid application and guidelines. I understand all the requirements for hosting the Championships and I have the express authority to submit this bid application on behalf of Bidder. If awarded the right to host the Championships, I understand and agree that I must comply with each and every requirement stated in the bid application, as well as all applicable USAC and UCI Rules and Regulations. Additional applicable requirements shall be negotiated in good faith between USAC 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 do 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 or inaction, any statement, promise, chart, photograph, or submission made herein is no longer true or capable of being fulfilled as required by the bid guidelines, then I shall immediately notify USAC of this fact. For purposes of the preceding sentence, I understand that I am obligated to notify USAC, within forty-eight (48) hours, of the discovery that any aspect of the attached bid application has become untrue or is incapable of performance. I further understand and agree that USAC reserves the right to withdraw its award of the Championships due to Bidder's inability to fulfill the conditions and promises stated in its original USAC-MTB National Championship bid application.

EVENT ORGANIZER/BIDDER

Name:

Title:

Date:

Submit application to USA Cycling by June 10, 2008:

USA Cycling, Inc.
MTB Events and Program Director/Kelli Lusk
Attn: National Championship application
1 Olympic Plaza
Colorado Springs, CO 80909