

**2018 MANITOBA RUNNERS' ASSOCIATION
RACE DIRECTOR'S AGREEMENT**

This agreement made in duplicate is between:

The Manitoba Runners' Association (herein called the "MRA")

and _____ (herein called the Race Director)

of _____ (herein called the Race)

of _____ (address)

_____ (telephone); _____ (e-mail)

on _____ (date of event)

The _____ (the Race) wishes to be

considered for the following race series (please circle all that apply):

(Please refer to section 7 & 8 of this agreement for details pertaining to the criteria of these series)

MRA Classic Race Series

MRA Youth Race Series

The parties agree as follows:

MRA's Obligations

1. Promotion:

- 1.1 The MRA will promote the race on its website, on Social Media, in the newsletter and through e-mails to the MRA membership.
- 1.2 The MRA will post the registration form on the MRA website in a format that can be printed and will provide an **on-line registration link to the company of your choice.**
- 1.3 The MRA will publish notice of the Race in a Race Calendar that will be distributed to MRA members and posted on the MRA website.
- 1.4 The MRA will publish race results on the MRA website.
- 1.5 The MRA will provide the Race Director with the MRA, AM and any sponsor logo artwork for promotional purposes in jpg format.

2. Equipment:

- 2.1 The MRA will provide equipment identified on the Race Equipment Order Forms (Appendix 2.), if available.
- 2.2 The MRA will subtract the cost of any equipment repairs or replacement from the damage deposit.
- 2.3 The MRA will invoice the Race Director for costs of equipment repairs or replacement if equipment is lost or damaged.

3. Support:

- 3.1 The MRA will provide knowledge and expertise with the organization of the Race as requested by the Race Director, if available.
- 3.2 The MRA will provide assistance with course set-up if requested by the Race Director, if available.

4. Insurance:

The MRA will provide extensive liability insurance to the Race that covers all participants, spectators, volunteers and race organizers (a copy of this policy or an insurance certificate are available upon request).

Race Director's Obligations

1. Promotion:

1.1 **The Race Director will complete this signed Agreement and the Race Calendar Inclusion Form (Appendix 1) and will submit it, along with a \$200 sanctioning fee to the MRA by December 31, 2017 for the event to be sanctioned by the MRA and included on the 2018 race calendar.**

1.2 The Race Director will provide the MRA with their registration form electronically to be posted on the MRA website, along with a link to their online registration site.

1.3 **The Race Director will submit race results in an electronic format (pdf) as soon as they are available following the race.**

1.4 The Race Director will recognize sanctioning by the MRA and recognize participation in any race series on the registration form and all printed promotional materials. All t-shirts will have MRA logos printed on them.

2. Registration form:

2.1 Waiver: The Race Director will publish a waiver in the Race registration form (sample waiver attached as Appendix 4.).

2.2 On the registration form the Race Director will collect the following information from each participant when they register: name, age, gender, address, phone number and email address. A check box should be printed on the entry form that reads: "*I agree to the Race Director sharing registration information **only** with the Manitoba Runners' Association*". If participant agrees, the Race Director will give this information to the MRA.

2.3 **Race Director will give MRA members a \$5.00 discount on the entry fee.**

3. Equipment:

3.1 The Race Director will complete the Equipment Request Form (Appendix 2) and submit it to the MRA no later than **6 weeks** prior to their event. A \$200 damage deposit is required with the form in order to secure the request. Equipment will be allocated on a first come, first served basis. **If the trailer is being requested, the damage deposit required is \$500.**

3.2 The Race Director will pick up and return the equipment on a date approved by the MRA. **There will be a \$25 charge for any late pick up or drop off of equipment over ½ hour.**

3.3 The Race Director is responsible for all loss, theft and damage or deterioration of the equipment.

4. Insurance:
 - 4.1 Waiver: The Race Director will ensure that every participant signs the waiver printed in the Race registration form.
 - 4.2 Insurance: This signed agreement, along with the applicable fee constitutes **sanctioning with the MRA which includes insurance for all participants, volunteers, organizers and spectators.**

5. Fees:
 - 5.1 **At the time of application, the Race Director will submit a \$200 Sanctioning fee. If the event is a series of races the Sanctioning fee is \$200 for the first race and \$100 for each additional race.**
 - 5.2 The Race Director will pay \$1.00 per participant in Participant Fees to the MRA according to the number of registered race participants including non-timed participants and walkers (see Appendix 3, Race Event Report and Fee Remittance Form).
 - 5.3 The Race Director will complete and submit a Post Event Report and Fee Remittance Form (Appendix 3) to the MRA as soon as possible after the Race, but **no later than 30 days.**

6. Standards:

The purpose of sanctioning is to communicate to race participants, event partners and the general public that a designated event is being conducted in a fair, safe and responsible manner in accordance with the rules and standards of the sport. To this end the Race Director will meet all MRA race standards. (Appendix 5)

7. MRA Classic Race Series Criteria:

The Race Director will meet the following criteria for participation of the Race in the MRA Classic Race Series:

 - 7.1 Race course will be accurately measured and certified by Athletics Canada.
 - 7.2 Distance markers will be at regular intervals.
 - 7.3 Finishing times will be accurately recorded.
 - 7.4 Awards will be given out to the top three overall male and female athletes. The top three male and females in each age class should also receive recognition. The size and value of awards will be the same for both male and female winners. (Random draw prizes, although not required, have proven to be popular and giving them out is encouraged).
 - 7.5 Races in the MRA Classic Race Series will use five-year age groups as follows: **16 - 19, 20 – 24, 25 – 29, 30 – 34, 35 – 39, 40 – 44, 45 – 49, 50 – 54, 55 – 59, 60 – 64, 65 – 69, 70 – 74, 75 & over.**
 - 7.6 Master categories for Manitoba races begin at 40 years of age for both male and female participants.
 - 7.7 Pre-registration will be available. Event day registration may or may not be allowed.

8. MRA Youth Race Series Criteria;

The Race Director will meet the following criteria for participation of the Race in the MRA Youth Race Series;

8.1 Races in the MRA Youth Series will offer distances not to exceed 5K. Preferably two different distances will be offered to accommodate younger participants.

8.2 Race course does NOT have to be accurately measured or certified by Athletics Canada.

8.3 Race does NOT have to be timed but recorded placings are preferable.

8.4 Races in the MRA Youth Race Series will use the following age groups for year-end awards; 10 and under, 11/12, 13/14, 15/16, although it is optional for the Race to use these categories for their own awards.

9. MRA Classic Race Series and MRA Youth Race Series Inclusion;

The Race Director will indicate a desire to be included in one or both of the MRA race series. Inclusion will be determined by the Board of the MRA once all requests are received.

10. General Provisions:

Term: this agreement shall remain in effect for 2018.

Signed:

The Manitoba Runners' Association

Race Director

Date

Date

Sanctioning Fee: **Cheque** (attached) _____ (payable to Manitoba Runners' Association)

OR **E-transfer** – to office@mraweb.ca – password _____

OR **Credit card #** _____

Name on card _____

Expiry (mo/yr) _____

Security # (back of card) _____

APPENDIX 1.

MANITOBA RUNNERS' ASSOCIATION
CALENDAR INCLUSION FORM FOR YEAR 2018

Please submit this form to the MRA, along with the signed Race Director's Agreement, by December 31, 2017.

Name of race _____

Proposed date _____

Start time _____ distance(s) _____

Location _____

City/town _____

Event contact person(s)

Name _____

Address and postal code _____

Telephone _____ Email _____

Event First Aid/Medical Coverage:

First Aid/Medical Coordinator on the organizing committee: _____

Who will be providing first aid/medical support at the event: _____

Qualifications: Training: _____

Certification Level: _____

Additional medical information: _____

Print how you would like your race to appear on the calendar:

- In the first line, state race name and race distance.
- In the second line, state location of race and start time.
- In the third line, state contact person, phone number and e-mail address.

Please try to be as concise as possible, as many events must appear on calendar.

EXAMPLE: SPRING FESTIVAL 5K RACE
Assiniboine Park Conservatory 9:00 am
Ivana Runn 985-4039 IRunn@mra.ca

**Appendix 2. MANITOBA RUNNERS' ASSOCIATION
2018 EQUIPMENT ORDER FORM FOR EQUIPMENT STORED AT ACCESS
STORAGE SYSTEMS 545 HERVO ST. (off Chevrier Blvd. in Ft. Garry)**

Name of Race: _____ Date of Race: _____

Contact Name and Phone #: _____

Contact E-Mail: _____ Date of Form Submission: _____

Damage Deposit: cheque Credit Card # _____ exp _____
(\$200) (attached)

CVV # _____ Name on Card: _____

Item Description (quantity available)	# Required
Large Traffic Cones (24)	_____
Medium Traffic cones (33)	_____
Small Traffic Cones (118)	_____
42" Delineators with bases (portable chutes) (55)	_____

Wooden Signs:

Bi-directional turn arrows (44) _____	"1 Mile" (3) _____
"Water Ahead" (4) _____	"1 KM" (2) _____
"U-Turn" (2) _____	"5 KM" (2) _____
"Register Here" (1) _____	"10 KM" (1) _____
"Caution - Footrace in Progress" (18) _____	"15 KM" (1) _____
"Start/Finish" (1) _____	"20 KM" (1) _____
"Start" (1) _____	
"Toilet" (1) _____	

Lightweight Signs: "Water Ahead" (2)	_____
Arrow-straight ahead (20)	_____
Bi-directional turn arrows (40)	_____
"Parking" (8)	_____

Portable P.A. System (1) with 1 Mic & 2 Speakers & Stands	_____
Race Clock (5)	_____
Race Clock Stand (5)	_____
Megaphone (2)	_____
Safety Vests (75)	_____
MRA Start/Finish Bowhead banners (2 sets)	_____
MRA Bowhead Banner (1)	_____
Heavy hand hammers for installing small signs (1)	_____
Hand-held Stop Sign (1)	_____
Hand-held Flag (1)	_____
iPod touch timing system (1)	_____

Will you be using the MRA trailer to transport signs, chutes, etc.? Yes_____ No_____

(a 2" ball is needed for the trailer hitch)

Trailer Light Adaptors (2) _____

A \$500 DAMAGE DEPOSIT IS REQUIRED IF USING THE TRAILER

APPENDIX 3.

**MANITOBA RUNNERS' ASSOCIATION
RACE DIRECTOR'S POST EVENT REPORT AND FEE REMITTANCE 2018**

Please submit your remittance within 30 days of your event.

Name of Event: _____

Date of Event: _____

Race Director(s): _____

Phone Number: _____ Email: _____

Total # of participants: _____ (includes all runners & walkers; timed & untimed)

POST EVENT RACE FEES PAYABLE TO MANITOBA RUNNERS' ASSOCIATION

Participant Fee \$1.00 x _____ # of total registered participants = \$_____

Cheque (attached) _____ (payable to Manitoba Runners' Association)

OR E-transfer – to office@mraweb.ca – password _____

OR Credit card # _____

Name on card _____

Expiry (mo/yr) _____

Security # (back of card) _____

Date

Signed: _____
Race Director

*** Please send this form with your remittance ***

Thank you!

APPENDIX 4.

MANITOBA RUNNERS' ASSOCIATION – SAMPLE WAIVER

ATHLETE'S WAIVER AND RELEASE

In consideration of the acceptance of this entry in the NAME OF EVENT I, for myself, my heirs, executors, administrators and assigns, waive any claims to which I may become entitled for injury or damage and release NAME OF SPONSORS and all other organizers, sponsors, representatives, their agents and employees and any other person or organization assisting in this event, including the Manitoba Runners' Association, Athletics Manitoba, the EVENT DIRECTOR, the City/Town of _____, the Province of Manitoba, and their employees and agents and other participants and volunteers in the EVENT NAME, from any claims for damages or injury suffered by me as a result of my participation in this event. I further state that I am in proper physical condition to participate in the event and I am aware that road running is a potentially dangerous activity and am aware that participation could, in some circumstances, result in physical injury. I give my permission for the free use of my name and picture in broadcast, telecast or written account of this event.

APPENDIX 5.

MANITOBA RUNNERS' ASSOCIATION RACE STANDARDS

The MRA is concerned with runner safety and promotes the interests of road runners in the province. The MRA advocates that races sanctioned by the MRA will maintain the following standards:

Feature	Standards
Entry Forms/ Course Maps	Made available to all runners, electronically and hard copy format
Race Day Administration	Race day registration is optional, or may state in printed & promotional materials that there will be no race day registration; race to start on time, runners called to start line when race is about to start. Optional baggage check, if available, must be supervised throughout the event. Lead cyclist must be familiar with the course.
Washrooms	At least one men's and one women's washroom/portable available per 100 runners.
Medical support	Anyone with current First Aid training may attend and should be on site ½ hour prior to the start and stay until the end of the race. Race Director responsible to see that First Aid people have adequate supplies. Should have medical spotters on the course with communication equipment, ie: cell phone or walkie talkie
Water stations	A 5k should have 1 water station at the half way point and at the finish. 10k should have 2 water stations on the course and 1 at the finish.
Traffic Control & Marshalling	At all intersections and active parking lots, traffic controlled by warning signs; traffic cones along all areas where participants use the roadway; lead bicycle is familiar with the course and has communication equipment; trailing bicycle/vehicle with communication plus all intersections controlled by marshals wearing safety vests or police as required by the city. We recommend that any motorized vehicles be used to follow the last runner and not be used as lead.
Insurance	Mandatory for all participants.
Course Measurement, Start and Finish areas	A fun run can be measured by car, bicycle odometer, or GPS system. A timed race, especially if in the MRA Classic Series, must be measured by a recognized MRA course measurer and certified by Athletics Canada. There must be a visible start and finish line. An efficient finish line chute and system to correctly capture all finishing times is in place and timers are trained. Course to be checked and confirmed by the race director.

Split Times	Not required
Results	Digital display at the finish of the run (not required for a fun run). Full results and position of all finishers to be published on site within one hour of the finish and sent electronically to the MRA within 24 hours.
Awards	Not required for a fun run. Overall top 3 Male and Female awards, 5 year age category recognition to winners in the MRA Classic Series