

2019 MANITOBA RUNNERS' ASSOCIATION
RACE DIRECTOR'S AGREEMENT

This agreement is made 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 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 logo 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 Form (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 uses Run 4 Your Cause as an opportunity for new Race Directors to gain necessary experience.
 - 3.2 If available, the MRA will provide expertise and assistance with the organization of the Race, as requested by the Race Director.

4. Insurance:

The MRA will provide extensive liability insurance to the Race which 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

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, 2018 for the event to be sanctioned by the MRA for 2019.

1. Promotion:
 - 1.1 Your event will be included on the 2019 Race Calendar upon receipt of this signed Agreement and the Race Calendar Inclusion Form (Appendix 1).
 - 1.2 The Race Director will provide the MRA with an electronic version (pdf) of their registration form 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 a pdf format as soon as they are available following the race.**
 - 1.4 The Race Director will display the MRA logo on the event website, registration site/form and all printed promotional materials.
2. Registration form:
 - 2.1 The Race Director will publish a waiver in the Race registration form (sample waiver attached as Appendix 3.).
 - 2.2 **The Race Director will give MRA members a \$5.00 discount on the entry fee at the time of registration and submit to the MRA a list of all participants claiming the discount. A check box is to be included on the registration form stating that: “I understand that the contact information of all participants claiming to be MRA members will be submitted to the MRA.”**
 - 2.3 A check box is to be included on the registration form stating: **“I understand that privately trading/selling my bib is cheating, so I promise to Run as Myself or use the authorized bib transfer process.”**
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 or damage of the equipment.
4. Insurance:
 - 4.1 The Race Director will ensure that every participant signs the waiver printed in the Race registration form. (Appendix 3)
 - 4.2 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.
 - 5.3 The Race Director will submit the number of non-timed participants along with the official race results immediately following the event and will remit payment of participant fees within 30 days of receiving an invoice from the MRA.
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 4)
7. MRA Classic Race Series Criteria:

In addition to the Standards in Appendix 4, the Race Director will meet the following criteria for the race to be considered for inclusion in the MRA Classic Race Series:

 - 7.1 Race course will be accurately measured and certified by Athletics Canada.

- 7.2 Finishing times will be accurately recorded by an MRA recognized timer.
- 7.3 Recognition should be given to the top three overall male and female athletes. The top male and female in each age class should also receive recognition. If awards are being presented, the size and value of awards must 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).
8. MRA Youth Race Series Criteria;
 In addition to the Standards in Appendix 4, the Race Director will meet the following criteria for the race to be considered for inclusion in the MRA Youth Race Series;
- 8.1 Races in the MRA Youth Series will offer two distances not to exceed 5K.
- 8.2 Race course does NOT have to be professionally measured or certified by Athletics Canada.
- 8.3 Race does NOT have to be timed but does require placings. The MRA is willing to work with the Race Director to ensure that there is a system in place to accurately record the placings.
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 at the February Board Meeting.
10. General Provisions:
 Term: this agreement shall remain in effect for 2019.

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

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) _____

CVV # (back of card) _____

APPENDIX 1

MANITOBA RUNNERS' ASSOCIATION
CALENDAR INCLUSION FORM FOR YEAR 2019

Please submit this form to the MRA, along with the signed Race Director's Agreement, by December 31, 2018.

Name of race _____

Date of race _____

Start time _____ distance(s) _____

Location _____

City/town _____

Event contact person

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: _____

Yes, we will clearly offer the \$5 MRA Discount at the time of registration

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

- In the first line, state race name and race distances.
- In the second line, state location of race and overall 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 2019 Equipment Order Form
Stored at Access Storage, 545 Hervo St., Winnipeg (off Chevrier Blvd.)**

Name of Race: _____ Date of Race: _____
 Contact Name: _____ Contact Number: _____
 Contact Email: _____ Date of Form Submission: _____
 Damage Deposit: (No trailer = \$200 | With trailer = \$500) Cheque Credit Card
 Name on Card: _____ Expiry Date: _____
 Card Number: _____ CVV: _____

Compostable Hot/Cold Cups: available in multiples of 50

4oz cups - \$3.25 per sleeve of 50 _____ 8oz cups - \$4.70 per sleeve of 50 _____

Cones, Delineators and Bases:

42" Delineator (portable chutes) (59) _____ Traffic Cones – small (118) _____
 Bases (63) _____ Traffic Cones medium (33) _____
 _____ Traffic Cones large (24) _____

Wooden and Metal Frame Signs:

Bi-directional turn arrows (44) _____ "1 Mile" – small (1) | large (2) _____
 "Water Ahead" – small (2) _____ "1 KM" – small (1) | large (1) _____
 "Water Ahead" – large (2) _____ "5 KM" – small (1) | large (1) _____
 "Register Here" (1) _____ "10 KM" – large (1) _____
 "Start/Finish" – small (1) _____ "15 KM" – large (1) _____
 "Start" – large (1) _____ "20 KM" – large (1) _____
 "Caution-Footrace in Progress" – small (7) _____ "U-Turn" (2) _____
 "Caution-Footrace in Progress" – large (11) _____ "Toilet" (1) _____

Lightweight Signs:

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

Additional Equipment:

Portable P.A. System with 1 mic _____
 Speakers (2) _____ Speaker stands (2) _____
 Race Clock (5) _____ Race Clock Stand (5) _____
 Megaphone (2) _____ Safety Vests (72) _____
 MRA Start/Finish Bowhead banner (2 sets) _____ MRA Bowhead Banner (1) _____
 Hand-held "Stop/Slow" sign (2) _____ Detachable Sign Handles (long) (2) _____
 Hand-held Flag (1) _____
 Inflatable Arch (with pump) (1) _____ Generator for Arch (1) _____

Will you be using the MRA Trailer? *Please note: a 2" ball and flat four wiring plug for trailer lights is needed for the trailer hitch*

Yes No Trailer Light Adaptors (2) _____

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.

MANITOBA RUNNERS' ASSOCIATION 2019 RACE STANDARDS

The MRA is concerned with runner safety and promotes the interests of road runners in Manitoba. All MRA sanctioned events will maintain the following standards:

Feature	Standards
Entry Forms/Course Maps	Made available to all runners, electronically and in 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..
Washrooms	At least two washrooms/portables 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 radio.
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; all intersections controlled by marshals wearing safety vests or police as required by the city. We recommend that 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, Timing	An untimed Fun Run can be an approximated distance and does not need to be officially measured. A timed but uncertified course can be measured by car, bicycle odometer, or GPS system. A timed and certified course, especially if in the MRA Classic Race Series, must be measured by a recognized MRA course measurer and certified by Athletics Canada. There must be a visible start and finish line as well as an efficient finish line chute and system to correctly capture all finishing times. Timers should be recognized by the MRA. Course to be checked and confirmed by the race director prior to start. Split times are not required.
Results	Digital display of times (clock) at the finish of the run (not required for a fun run). Full unofficial results and position of all finishers to be published on site within one hour of the finish. Official results to be sent electronically (pdf) to the MRA within 24 hours.
Recognition	Not required for a fun run. Recognition should be given to top 3 overall male and female finishers: top male and female in each age category should also be given recognition. The size and value of any awards given must be the same for male and female winners.