

**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) _____