



ATHLETICS (TRACK & FIELD / CROSS COUNTRY)

NY METROPOLITAN DISTRICT AAU

www.NYMetropolitanAAU.com

Athletics Guidelines

District Championship Bid Process – Version 1.0

November 18, 2006

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OVERVIEW

In an effort to ensure that all youth, within the NY Metropolitan District AAU, have an opportunity to experience "Sports For All, FOREVER", the district's sports directors have been tasked with the delivery of the AAU motto to all of members that participate under their sport.

Many requests have come from the clubs in the district regarding the location of and hosting of the district championships. Remembering that the District Championship is an event to provide our youth the best opportunity to succeed, this guideline has been developed to address those concerns and to provide an even rotation of the championships throughout the district.

It was decided to use the format currently being use for the Empire State Games, where the regions (that are covered by our district) are broken up into Hudson Valley, Long Island and New York City. Because Queens represented a larger portion of clubs and athletes, it was decided by our Athletics Committee to further subdivide the regions, removing Queens from NYC and placing on their own for the purpose of this guideline.

As of the release of this document, the athletics' regions are as follows:

- Hudson Valley (HV)
- Long Island (LI)
- New York City (all boroughs except Queens) (NYC)
- Queens (QN)

Rotation of District Championships

District championships can be held in Cross Country and Indoor and Outdoor Track & Field, which also cover Multi Events.

As decided at the March 17, 2006 Athletics' meeting, that starting with 2006, the district championship rotation will be:

- Queens
- Hudson Valley
- Long Island
- New York City

This means that within a given year, all district championships will be awarded to clubs in that year's region (i.e. 2007 – Hudson Valley). Only clubs based in that year's region may submit a bid to host a district championship.

Exceptions to the rotation are:

- If no clubs in the region submit a bid, the bidding will be opened to any club in any region.
- If the bids from the region's clubs do not meet the approval of the Bid Committee and an award is not given, the bidding will be opened to any club in any region.
- If an award is given, however for whatever reason, the award winner and the runner up are unable to host the event; the bidding will be opened to any club in any region.

Bid Package Requirements

This document has been developed, so that the district's athletics' championships have standardization across all of its events. It also allows clubs to develop their bid proposals from an equal starting point.

In order for your bid to be considered, the following things must be addressed and provided:

Proof of Eligibility

Only valid AAU clubs will be permitted to a bid for a district championship. An AAU club is deemed valid for a given year, when it has, for the given year:

- been registered with the AAU
- has the individual submitting the bid as registered AAU club representative
- has 5 registered AAU members

A print off of this information may be obtained from the AAU national website under the club coach section (<http://application.ausports.org/ausports/>)

Event Management

The success of a district championship will rely of the successful execution of its management team. Your bid should include a list of all of the key players and:

- Their contact information (addresses, home, work & cell phone numbers and email addresses.
- Their roles in the management of the event
- Their resumes

Your bid should also include the following information about your club:

- Name
- Years in existence
- Years as an AAU club
- Hosting experiences (AAU & others)

Event and Proposed Dates

Your bid must include the district championship that you are bidding on (cross country, indoor or outdoor) and a primary and a secondary date for when the event will be hosted. It is important when selecting both dates, to check other important meets (school / state, USATF, etc.) to avoid conflicts and to ensure the best turnout.

Please include in your bid all of the important meets during the month of your proposed event. The following websites are good references for locally scheduled events (schools and clubs):

- Armory Track website (<http://www.armorytrack.com/>)
- NY Metropolitan District AAU (<http://www.nymetropolitanaau.com/>)
- USATF – Long Island (<http://long-island.usatf.org/>)
- USATF – Metropolitan (<http://www.mactrack.org/>)

Venue for the Event

Selection of the right venue is an important factor for the success of the event. The venue should be well maintained, suitable to accommodate athletic participation and spectator viewing and easily accessible. The track should also be a 6+ lane track.

Your bid should include proof of venue and alternate venue permit request. The permit should also state the equipment that will be used (i.e. hurdles, high jump bars and mats, etc.).

Meet Manager and Timing Equipment

Hytek Meet Manager is required for all district championships. It helps to ensure that accurate stats are captured and facilitates the promotion for the championship stats up to the regional level. You are required to provide proof of ownership or rental of the Meet Manager. Please note that, illegally used copies of this software are in violation with copyright laws and will not be permitted in any of our athletics' district championships.

Your bid should also include the type of timing equipment that will be used. Your options are:

- FAT
- Semi-automatic
- Hand timing

You will not be permitted to change your selection, once the bid has been awarded, without being subjected to a penalty. (please refer to the penalty section)

Officials and Volunteers

It is important that there are enough officials and volunteers to regulate, assist and keep the event running smoothly.

All awarded bids are required to have 12 USATF certified and active officials, one of which will serve as the head official. The officials will fill the following roles:

- 2 Starters
- 2 Finish line
- 1 Long Jump
- 1 High Jump
- 1 SP/J/D
- 1 Pole Vault
- 1 Clerk
- 3 Relay

All awarded bidders are also required to have 25 committed volunteers. These volunteers will assist with various tasks throughout the meet. As per AAU requirements and to address liability issues, all volunteers must be registered AAU members.

To assist with quick identification and to avoid confusion, all officials and volunteers are required to wear an event shirt (same type of shirt) that identifies them as the event's official or volunteer.

As part of the verification process (see verification), a list of all officials and volunteers, their contact information, their associated certification and membership credentials must be provided.

Order of Events

All bids must include an order of events with a proposed schedule to include days and times.

District Championship Packet

Your bid should include a district championship packet that contains all of the information regarding the event (registration info, dates, events schedule, etc). Although, the packet information may be updated, it will allow the committee to view your means of informing the masses. The bid awardees' final packet will be posted on the NY Metropolitan AAU website.

Registration

Having an easy method for the athletes, parents and coaches to participate in the district championship is the foundation to the success of the meet. Remember that there is no event without the athletes. The right registration process will also assist with the promotion of successful athletes to the regional level.

Your bid should include your registration method. Although you may accept paper registration, you may want to consider using some form of online registration to streamline the registration process. Most of them give the registering individual the ability to see errors and correct them prior to the close out period. They also may provide the bidder the final registration database in a format that can be uploaded into the Hytek Meet Manager program (see the Meet Manager & Timing and Equipment section).

It is also important to note that there is usually a fee associated with the use of an online service.

Here are two of the more popular online registrars, but you are not limited to using them:

- DirectAthletics - <http://www.directathletics.com/>
- Coach O - http://coacho.com/on-line_meet_entry/

Day of meet registration will not be allowed.

Championship Awards

Our young athletes like nothing better than to win or just place in an event and receive an award (medal or trophy). It also makes their teams, parents and supporters feel good.

Your bid should include a breakdown of the number of awards per event and list of vendor(s) you plan to use to purchase or receive donated the awards.

It is also recommended to have a backup vendor selected in case there are any issues with your primary.

Bid Submissions

In order for the committee to perform its review in a timely manner, a schedule has been created for the submission of all bids for the respective district championships. The schedule is as follows:

Cross Country

No later than June 30th prior to the event.

Indoor Track & Field

No later than July 15th prior to the event.

Outdoor Track & Field

No later than November 1st prior to the event.

Bid Review and Awarding Process

Bid Committee

A district championship bid committee will be selected, at the discretion of the sports director, to review all bids for their timely submission, completeness and the value added to the district's championship and programs overall.

The committee will also review the bid submitter's involvement at AAU track & field meetings and events, in addition to their support in the enhancement of the district's athletics' programs.

Awarding the Bid

A bid winner and runner up will be selected by the committee and notifications will be made. The bid winner and runner up, in addition to the remaining bidders and the registered clubs at large will be notified via email and the district's website.

The bid winner must, within 1 week of notification, submit in writing or via an email, their acceptance of the winning bid and the responsibility of executing their bid. Once an acceptance has been received, the bid winner is expected to deliver on the bid, as awarded, and their execution of such commences.

The bid winner runner up must also, within 1 week, submit in writing or via an email, their acceptance of the runner up position and the responsibility of executing their bid, should they be award the bid in a contingency situation.

The bid winner is required to attend both the district and regional championships to assist with any issues that may arise. The bid winner's team must also compete at both the district and the regional championships where appropriate.

Verification

Forty Five days prior to the event, the bid winner must submit the final district championship package, as it was approved, to the committee. The final package must include proof of all items and documentation stated in the approved bid.

Failure to submit all required items may result in a penalty (see penalties section) and the bid being awarded to the bid runner up or another club.

After the Event

The bid winner is responsible for ensuring that all of the events stats were captured correctly. A report and the results must be submitted to the committee for posting and advancement planning within 2 days.

The bid winner must also meet with the committee to discuss any and all issues that may have arisen.

Penalties

Anytime after awarding a district championship to a club, at the committee's discretion, a penalty may be assessed to the bid winner for their inability or unwillingness to deliver on their bid, as it was awarded.

A fee, up to \$1000, will be assessed the bid winner and made payable to the NY Metropolitan AAU District – Athletics.

Should the bid winner refuse to pay the fee, the individual and their club will be placed on probation, until all fees are paid, and will not be permitted to participate in future AAU athletics events.

All decision will be final and is under the discretion of the committee.

Appendix

The NY Metropolitan District AAU governing body is listed below:

District Officers

Governor - Cecil Watkins
Lieutenant Governor - Jeff Hammer
Registrar - John Geosits
Secretary - Rosemary Niles
Treasurer - Jim Fox

District Sports Directors

Athletics - Brenda Brown
Aquatics (Diving) - Michael W. Darland & Duane Green
Aquatics (Swimming) - Kelvin Ho
Baseball - John Passaro
Boys' Basketball - Cecil Watkins
Girls' Basketball - Debbie Brajevich
Karate - Bruce Hodes
Men's Basketball - Ken Feeley
Soccer - RA Vernon
Tae Kwon Do - Master William Young Jr.
Volleyball - RA Vernon

Athletics Committee

Committee Chairperson – Brenda Brown
Minutes Secretary – Moira Tittle
Minutes Secretary - Rhanda Hopkins
Liaison Scheduling Chair – George Taylor
Meet Coordinator – RA Vernon
Officials Chair - Bassett Thompson
Rules Chair – Harry Penny