

MRA AND RACE DIRECTOR'S AGREEMENT
MANITOBA RUNNERS' ASSOCIATION – 2014

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)

_____ (home telephone); _____ (fax); _____ (e-mail)

on _____, 2014.

☐ **MRA Race Series**

☐ **Timed Race**

☐ **Fun Run**

(Please check one)

The parties agree as follows:

MRA's Obligations

1. Promotion:

- 1.1 The MRA/AM will promote the race on their website, in the newsletter and through e-mails to the MRA membership. Female and male winners of five year age categories will be recognized at the end of the race season if the race is part of a race series.
- 1.2 The MRA will post the registration form on the MRA/AM websites in a format that can be printed and will provide **on-line registration through Registration Logic**. There is no cost to you and Registration Logic will make a deposit directly to your race bank account every Friday for any on-line registrations they receive that week. You will be e-mailed the details of each on-line entry. You may choose a different on-line company if you prefer.
- 1.4 The MRA will publish notice of the Race in a Race Calendar that will be distributed to MRA members and others and posted on the MRA/AM websites.
- 1.5 The MRA will publish race results on the MRA/AM websites and in the MRA newsletter On the Run.
- 1.6 The MRA will provide the Race Director with MRA/AM and any race series 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.)
- 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.

Race Director's Obligations

1. Promotion:
 - 1.1 The Race Director will provide the MRA with their registration form electronically to be posted on the MRA website.
 - 1.2 The Race Director will complete the Race Calendar Inclusion Form (Appendix 1) and submit it to the MRA by **December 15th, 2013 for the 2014 race calendar.**
 - 1.3 **The Race Director will submit race results in an electronic format (NOT AS A PDF DOCUMENT) 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 and AM 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 forms the Race Director will collect the following information from each participant when they register: name, age, sex, address, phone number and e-mail 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/AM members a \$3.00 discount on the entry fee.**

Please submit entry form to the MRA for approval before they are printed.

3. Equipment:
 - 3.1 The Race Director will complete the Race Equipment Form (Appendix 2) and submit it to the MRA no later than **6 weeks** prior to their event.
 - 3.2 The Race Director will pick up the equipment from the MRA on a date approved by the MRA and return the equipment to the MRA as soon as possible following their race at the Race Director's expense.
 - 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
Sanctioning with the MRA 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. Sanction fee with a post-dated cheque dated 2 months in advance of the event.**
 - 5.2 The Race Director will pay \$2.00 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) to a maximum of \$500.
 - 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 Race Director will meet MRA race standards. (Appendix 5.)
7. MRA Race Series Criteria:

The Race Director will meet the following criteria for participation of the Race in the MRA 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 Race Series will use five-year age groups as follows: **14 & under, 15-19, 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. General Provisions:

Term: this agreement shall remain in effect for 2013.

Signed:

The Manitoba Runners' Association

Race Director

Date

Date

APPENDIX 1.

**MANITOBA RUNNERS' ASSOCIATION – ASICS GRAND PRIX RACE SERIES
CALENDAR INCLUSION FORM FOR YEAR 2014**

Please submit this form to the MRA by December 15, 2013.

Name of race _____

Proposed date _____

Start time _____ distance(s) _____

Location _____

City/town _____

Event contact person(s)

Name _____

Address and postal code _____

Telephone _____

(business)

(residence)

Indicate your safety plan for your event:

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(s) and phone number(s) and e-mail address if desired.

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

EXAMPLE: SPRING FESTIVAL 5K RACE
Assiniboine Park/ Formal Gardens 9:00 am
Ivana Runn 985-4039

Appendix 2.

MANITOBA RUNNERS' ASSOCIATION

EQUIPMENT ORDER FORM for equipment stored at Merlyn Self Storage

Item Description (quantity available)	# Required
Medium Traffic cones (21)	_____
Small Traffic Cones (50)	_____
42" Delineators with bases (portable chutes) (28)	_____
Flags on a rope (8)	_____
Wooden Signs:	
Bi-directional turn arrows (24)	_____
"Water Ahead" (2)	_____
"Turn Here" (2)	_____
"Register Here" (1)	_____
"Caution - Footrace in Progress" (9)	_____
" Start/Finish " (1)	_____
" 1 Mile " (1)	_____
"1 Km" (1)	_____
" 5 KM " (2)	_____
" 10 KM " (1)	_____
" 15 KM " (1)	_____
Small directional arrow signs on pegs (114) (state left turn, right turn or straight ahead)	_____
Lap top computer (1)	_____
iPod Touches for results (2)	_____
Portable P.A. System (1)	_____
Air Horn for starting (1)	_____
Race Clock with tripod (3)	_____
Megaphone (1)	_____
Walkie Talkies (4)	_____
Safety Vests for volunteers (25)	_____
MRA Retractable Banner (1)	_____
MRA Start & Finish Bowhead banners (2 sets)	_____
Walkie Talkies (4)	_____
Heavy hand hammers for installing small signs (2)	_____
Will you be using the MRA trailer to transport signs, chutes, etc? Yes____No____ (a 2" ball is needed for the trailer hitch)	

Appendix 2.

**MANITOBA RUNNERS' ASSOCIATION
EQUIPMENT ORDER FORM FOR EQUIPMENT IN TRAILER AT ASSINIBOINE PARK**

Item Description (quantity available)	# Required
42" Delineators with bases (portable chutes) (25)	_____
Flagging (2 Rubbermaid totes full)	_____
Orange pylons (20)	_____
Orange safety vests (36)	_____
Wooden signage: Start (1)	_____
1 Mile (1)	_____
1 km (1)	_____
5 km (1)	_____
10 km (1)	_____
15 km (1)	_____
20 km (1)	_____
Caution Foot Race in Progress (16) (Various sizes)	_____
Directional Arrow (24)	_____
Turn Here (1)	_____
Registration (1)	_____
Water Ahead (1)	_____
Toilet (1)	_____
Blank (5)	_____

APPENDIX 3.

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

Please submit your remittance within 30 days of your event.

Name of Event: _____

Date of Event: _____

Race Director(s): _____

Phone Number(s): day _____ evening: _____

Race Location: _____

Total # of participants: _____

POST EVENT RACE FEES PAYABLE TO MANITOBA RUNNERS' ASSOCIATION

Participant Fee \$2.00 x _____ # of registered participants = _____

(to a maximum of \$500.)

Participant Fee for a Fun Run \$2.00 x _____ # of registered participants = _____
(after 100 participants)

(to a maximum of \$500.)

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 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, Asics, 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 MRA 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:

1. Aid stations will be at intervals appropriate to event length and conditions.
2. The flow of traffic will be controlled so as not to endanger or interfere with the runners.
3. Rest rooms will be located at race start and finish (1 per 100 participants).
4. Medical aid will be available.