

Sample contract and bid information (Preliminary)

**World Masters Athletics “WMA”  
North and Central American and Caribbean Region “NCCWMA”**

**MEMORANDUM OF AGREEMENT COVERING STAGING OF THE 20\_\_  
NCCWMA OUTDOOR ATHLETICS CHAMPIONSHIP**

**ON: Dates (4 days)** 20\_\_

**Location:**

**BY: Local Organizing Committee (LOC)** \_\_\_\_\_

**The stipulations below are NCCWMA policy governing the granting of a sanction.**

1. There will be a technical site visit before July, 20\_\_ to ensure that NCCWMA requirements for facilities, housing (University or dormitory housing/albergue (low cost athlete housing)); transportation to and from designated housing to all competitions sites for officials, athletes, and the NCCWMA Technical Committee; personal safety, weather, and medical emergency plans; meet management plans for results and awards, electronic timing and use of the Hy-Tek computer program. The list of important event considerations is attached and is accepted by the organizing group. This list will be reviewed in detail by the NCCWMA technical team during the visit prior to the event.
2. The Athlete Information and Entry Forms (in English and Spanish) must be approved by NCCWMA before printing.
3. NCCWMA will notify its affiliates of the event and will assist in distribution of entry material and publicity.
4. There is no “sanction fee”. Instead, a levy of \$15.00 USA, paid by each athlete, as part of his or her registration fee will be transferred to NCCWMA on the day after the closing day of registration. This levy is not to be used as operating income by the LOC.
5. The LOC agrees to provide competition in all stipulated events (see attached) for Masters Men and Women aged 35 years and over on the opening day of the meet, and will be provided for sub-masters aged 30 -34. Visitors from outside the region may be allowed to participate. Entry fees will be (tba USA) for 1<sup>st</sup> event, (tba USA) for additional events. The fee for each pentathlon will be (tba USA).
6. The LOC supply medals of a design approved by NCCWMA which will be awarded for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in each five-year age category from 30 up for women and men. Visitors from outside the region will receive the same or equivalent medals for placing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.
7. The LOC hereby agrees that all costs of the event are their responsibility and that NCCWMA will

not be responsible for any shortfall. NCCWAVA has no claim on any profit, which may accrue to the LOC, unless it is through a sponsorship agreement arranged by WMA.

8. The LOC will include NCCWMA on the athlete waiver forms and in liability insurance policy.
9. The Meet Director will make the full results and associated meet data (i.e. finish line and wind reading sheets; zero gun tests and photo timer results etc.) available to NCCWMA at the end of the event. Note: the results and associated meet data are required for Regional and World Record purposes.
10. A meeting room to hold up to 40, suitable for holding NCCWMA's General Meeting, will be provided. A meeting room to hold 15, suitable to hold an executive meeting, will be provided.
11. The LOC shall provide NCCWMA with suitable housing for four (4) rooms for six (6) nights for the NCCWMA Executive Committee.

This agreement is acknowledged to be the basis for the staging of the NCCWMA Regional Athletics Championships.

WMA Affiliate

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Chairman of LOC

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

For NCCWMA

Name:

Signature: \_\_\_\_\_

Title: President, NCCWMA

Date:

This agreement can be mailed electronically or by regular mail to:

**Guillermo Guzman**

**President NCCWMA**

**Email:** [gguzmanm@yahoo.com.mx](mailto:gguzmanm@yahoo.com.mx)

**Cell:** 52-1-5554324919

**Mailing address: Tepetlac No. 2 casa 10 Colonia San Miguel Xicalco C.P. 14490  
Tlalpan Ciudad de Mexico**

## **CONSIDERATIONS**

### **Stadia events**

#### **Security for athletes, officials, judges, meet personnel and NCCWMA Committee**

- use of the Hy-Tek program for entry and results reporting
- use of Simply Resister for online entries
- Certified 400 meter track - 8 lanes - artificial surface
- Warm-up areas
- Rubberized surfaces for all field events; certified field facilities providing simultaneous use for different age groups
- Auto photo timing
- Results computation - computer results.
- Registration area, meet information and results posting areas
- Medical area - First Aid/injury response - ice/massage - medical support
- Stadium toilets and if available, change rooms; showers and lockers
- Announcers - English and Spanish
- Field/Announcer communication system
- Public address system
- Rooms for officials/announcers
- Spectator facilities and seating
- Food and drink concessions –water for athletes
- Shaded areas for athletes
- Equipment:
  - wind gauges
  - hurdles adjustable from .686m (27") to .991 (39")
  - steeplechase barriers adjustable to heights of 30" and 36"
  - field event facilities for LJ; HJ; TJ; PV; JT; DT; HT; SP; Weight throw. All throwing implements as specified in the current WMA Handbook.
  - cage for discus, hammer and weight throw

#### • **Non-stadia events**

- **Security for athletes, officials, judges, meet personnel and NCCWMA Committee**
- Many of the above considerations apply also to non-stadia events. In addition, and not limited to these, the following are important:-
- certification of road courses
- use of the Hy-Tek program for entry and results reporting
- availability of race-walking judges from 3 or more countries
- Recommend the use of chip timing for all non stadia events

- **Accommodation:**
- List of Hotels, etc - naming one as the Meet Headquarters Hotel
- Low cost housing (albergue or dormitory housing)
  
- **Other items:**
- Web site
- Records and record forms
- Awards presentations
- Officials and Volunteers
- Meet Director(s) and Assistant(s)
- Entry form and event schedule to be approved by NCCWMA before printing and distributing
- Financial - budget
- Social event (barbecue/banquet/dance) - optional

# SAMPLE EVENTS and SCHEDULE

For information only :(To be negotiated)

## 20\_\_ NCCWMA Championships

Place

Date

Tiempos de inicio serán determinados después de que las inscripciones sean cerradas.  
Starting times will be determined after entries are closed.

### THURSDAY/JUEVES

8km Cross Country/Campo a través  
5000m track Race Walk/Marcha en pista  
400m – prelims/preliminaries  
Pentatlón - men/hombres  
(long jump/longitud, javelin/jabalina,  
200m, discus/disco y 1500m)  
Pentatlón (women/mujeres)  
(hurdles/vallas, high jump/altura, shot put/bala,  
long jump/ longitud, y 800m)  
Javelin/Jabalina (women/mujeres)  
Shot Put/impulso de la Bala (men/hombres)  
800m – prelims/preliminaries

### FRIDAY/VIERNES

2000m/3000m Steeplechase  
800m – finals/finales  
100m – prelims/preliminaries  
80/100/110m Hurdles/Vallas – finals/finales  
400m – finals/finales  
Long Jump/Salto de Longitud  
Pole Vault/ Salto con Pértiga  
Discus/Disco (women/mujeres)  
Javelin/Jabalina (men/hombres)  
Weight Throw/ Lanzamiento de la Pesa  
(women/mujeres)  
Hammer/Martillo (men/hombres)  
At end of Competition/Después de competencia  
NCCWMA General Meeting/Reunión General

### SATURDAY (SÁBADO)

10km Road Walk/Marcha en ruta  
5000m – finals/finales  
100m – finals/finales  
200/300/400m Hurdles/Vallas – finals/finales  
200m – prelims/preliminaries  
High Jump/Salto de Altura  
Discus/Disco (men/hombres)  
Weight Throw/ Lanzamiento de la Pesa (men/hombres)  
Shot Put/impulso de la Bala - women/mujeres  
Hammer/Martillo (women/mujeres)  
Athletes' Party/Fiesta de Atletas

### SUNDAY (DOMINGO)

Half Marathon Road Race/Medio Maratón **or 10k**  
1500m – finals/finales  
200 m – finals/finales  
4 X 100m Relay/Relevo  
4 X 400m Relay/Relevo  
Triple Jump/Salto Triple  
Throws Pentathlon/Pentatlón de Lanzamientos  
(Hammer/Martillo, Shot Put/Bala, Discus/Disco,  
Javelin/Jabalina, Weight Throw/Pesa)