



RRCA CHAMPIONSHIPS

General Information and Bid Instructions
(Updated August 2007)

I. GENERAL INFORMATION

1. Purpose. Since 1958, the RRCA has awarded championships at the National, Regional, and State level to help the host club secure high-quality athletes and attract added sponsor, civic, and media support. For the average runner this means increased excitement and additional benefits, and for the elite runner a chance to gain wider recognition. A championship designation communicates to athletes and others that the race organizers have agreed to meet certain required standards and utilize approved guidelines in the conduct of the event. The RRCA expects that this, in turn, will lead to a better event for everyone involved.

2. RRCA Role. The RRCA establishes guidelines and standards for championship races, but conduct of the event is the responsibility of the host club/event.

No championship race will be awarded without adequate provision for the safety of the runners, adequate facilities, experienced race organization, a certified course, and other elements of successful race organization described in the RRCA Handbook and Guidelines.

3. Eligibility to Bid. Only RRCA member clubs and RRCA event members may bid for an RRCA championship. Clubs or events must be in good standing with the RRCA. The event must be at least in its second year. RRCA Championship Events are encouraged to start as RRCA State Championships then work to become RRCA Regional then National Championships.

II. CHAMPIONSHIP RACE REQUIREMENTS

1. Divisions. RRCA Regional and National Championships must recognize champions in open, masters, and grand masters (50 and over) categories for both genders (i.e. championships are no longer awarded for a single gender or division). However, State Championship designation may be awarded to WDF races if they have a wave start available for men.

2. Age Group Recognition. All RRCA Championship Events shall identify and recognize the winner in at least each of the age-group categories listed below.

The age groupings listed above are considered minimum standards. The RRCA also encourages the use of 5-year age categories through the 85-89 age group.

17 and under	45-49
18-24	50-54
25-29	55-59
30-34	60-64
35-39	65-69
40-44	70-75+

3. Award Depth and Duplication. The depth (the number of place awards given) in each division and the decision on duplication of awards is at the discretion of the host club. For purposes of RRCA Championship Awards, the first open, master and grandmaster (50 and over) winners will receive RRCA Awards at the Regional and National Championship Races compliments of the RRCA. State Championship Awards are given at the discretion of the State Rep.

4. Distances. National Championship Races may be awarded for the following events:
Road Races: 5k, 8k or 5 mile, 10k, 10 mile, half marathon, marathon;
Cross Country: One event per year distance variable;
Ultra: One event per year—distance variable.

Additional State and Regional championship races will be decided by the State Representative or the Regional Director.

5. Team Competition. Team competition is optional and left to the host club. If offered, it is not considered to be an RRCA championship category and eligible for awards unless it has been specifically approved as such by the RRCA National Office.

6. RRCA Race Management Guidelines. The race must comply with RRCA race management guidelines described in the RRCA Handbook and Guidelines posted online. Any deviations from such guidelines must be approved in writing by the RRCA prior to the event. Where stricter requirements are set forth in these instructions, the instructions will prevail.

7. Runner Eligibility. The RRCA Championships are open to all runners of any nationality. There are no requirements of membership in any member organization. RRCA National and Regional winners may be from any state, region or country. RRCA State Championship residency requirements for winners are set at the discretion of the RRCA State Rep.

8. Course Certification. The race course must be USATF-certified. If not previously certified, the course must be certified not less than 30 days prior to the scheduled race date or the championship will be withdrawn. This rule does not apply to events held on courses that cannot be certified (i.e. cross-country and trail races).

9. Press Releases. To help promote the event as an RRCA Championship, the race should send a press release for posting on the RRCA's web site to the RRCA National Office approximately two weeks before the event. A post-race release is also encouraged for the same purpose which clearly outlines the RRCA Champions.

10. Results/Post Race Report. All State, Regional and National Championship races are required to file a post race report to the RRCA National Office for posting on the RRCA Web site and for record purposes of award recipients. Official results of the National, Regional & State Championship Races, complete with all required paperwork, are to be forwarded within fourteen days following the event to the RRCA National Office. The report shall include a summary of the event, evaluation of the impact of the championship designation and suggestions for improvement, copies of any event print media coverage, and a summary of event radio and television coverage, if applicable. See Post Race Report Form.

III. EVALUATION AND SELECTION CRITERIA

1. Runner Safety. The safety of runners is of paramount importance. Bidders must demonstrate that such safety will be provided in all phases of the race.

2. Race Organization and Management. The bidding club or event must demonstrate the ability to plan and conduct a high quality event of the size and nature of the proposed championship. This includes an experienced race organization and demonstrated past success of the proposed race and other events conducted by the bidding club. If a race is bidding for State Championship status and it is the first year of the race, the State Rep will use his/her discretion to the safety and quality of the race for designation purposes.

3. Quality of Competition.

National Championships: As a National Championship, the race is expected to have national level quality in the competitive field. Bidders should provide information on how the race will attract such participation. Payment of travel expenses for selected top runners is encouraged. It is encouraged for RRCA National Championship Races to provide travel expenses to the RRCA Regional winners of the same race distance.

4. Entry Fees. Entry fees must be reasonable for what the runners will receive. Runners should not have to support expensive banquets, etc., that increase costs. Races are encouraged to seek sponsorships to provide a high quality race and desired amenities while keeping entry fees reasonable.

5. Promotion. A strong effort must be made to publicize and promote the RRCA Championships and the RRCA. Visibility must be provided to the RRCA in brochures, promotional materials, advertisements, awards ceremony, official results and related areas. Copies of promotional materials should be submitted to the State Rep, Regional Director or National Office (depending on championship designation) for review and comment in advance of printing. Entry forms or online registration should prominently display the RRCA logo and the phrase "RRCA State/Regional/National Championship" or similar language. All press releases, media guides and similar items should also prominently display the RRCA logo and championship status of the race.

Championship events may use the royalty free RRCA Championship logo to promote the event.

Publicity and promotional efforts should be actively undertaken within the limitations of the race budget. The bid package should include copies of prior year entry forms, race material, newspaper articles, and any other items illustrating the planned level of publicity.

6. Awards. The host club is free to determine the type and depth of awards. If possible, championship awards should be obtained from the official RRCA awards supplier. RRCA Championship plaques for first open, masters and grand masters (50 and over) are provided free of cost to the Regional and National Events.

IV. BID SUBMISSION PROCESS

All bids must be made on an RRCA Championships bid form, please check the appropriate designation being requested. Bids for National Championships for the following calendar year close on February 14th with decisions announced at the RRCA Convention (generally in the spring). State and Regional Championship Bid deadlines are August 31st. Bids received after this date will awarded be on a first come first served basis. Bids for events not awarded in a distance during a specified bidding time frame may be submitted at any time throughout the year with the bid being at least 120 days prior to the event. Decisions on these bids will be made within 60 days. It is recommended that bids be submitted early to allow ample time to promote the event.

- National Championship Bid Fee:** A bid processing fee of \$25 must accompany each bid and is non-refundable.

There will be a \$250 rights fee (including the processing fee) for each race selected as an RRCA National Championship. Additional contributions from the race to the RRCA to assist with RRCA programs are appreciated.

- Regional Championship Bid Fee:** No fee assessed at this time.
- State Championship Bid Fee:** No fee assessed at this time.

State Submission Information	Regional Submission Information	National Submission Information
Please send the completed bid package to your State Rep for decisions. You can find your State Rep's information on the RRCA website under club listings.	Please send the completed bid package to your State Rep for decisions. You can find your State Rep's information on the RRCA website under club listings.	Please send the completed bid package to the RRCA National Office C/o Don Kardong 1501 Lee Hwy, Ste 140 Arlington, VA 22209
Visit www.RRCA.org/RRCA/Rep	Once approved by the State Rep it will be forwarded to the Regional Director for final selection	Fax: 703-525-3891 Email: office@rrca.org or donkardong@hotmail.com

For any questions, contact the National Office at: 703-525-3890 or office@rrca.org

Thank you for your interest!