

REQUEST FOR PROPOSAL

Host City & Venue:

NIRCA Track & Field and Half Marathon National Championships



NIRCA is more than just running

The ***National Intercollegiate Running Club Association (NIRCA)*** is the governing body and central point of communication for the college running community. The grassroots organization promotes networking and friendly competition amongst collegiate running, cross country, and track clubs. ***NIRCA*** coordinates many events, including a fall cross country season, Cross Country Championship Series, Road and Track Nationals, and all-club conferences.

Prior to the creation of the ***National Intercollegiate Running Club Association***, running clubs were segmented in their collaboration, and competition against fellow clubs occurred rarely. Now teams compete, share ideas, and utilize ***NIRCA*** resources to enhance the development and growth of their clubs.

The mission of ***NIRCA*** is to promote club running for students at the collegiate level. By serving as the governing body for running clubs, we provide competition, support, and networking opportunities for our member clubs.

The NIRCA Board of Directors invites your proposal to host the NIRCA Track & Field and Half Marathon National Championships in your city. Included in this RFP is a brief history of the organization and event, preferred date(s), and itemized requirements necessary in a host city and venue.

On behalf of the Board of Directors, we thank you for your consideration to host NIRCA's premier annual event, and look forward to your response.

Response deadline

Your **proposal response will be accepted on a rolling basis.**

Snapshot of the National Intercollegiate Running Club Association (NIRCA)

- Non-profit organization, incorporated in 2006 and operated by an all-volunteer Board of Directors/staff
- NIRCA currently has 120 active member clubs throughout the country
- Over 6,700 students are members of a NIRCA club
- NIRCA annually organizes two national championship events, 6 regional championship events and one club development conference, while also sanctioning or promoting more than 20 member-organized and hosted events.

Website

Full information on NIRCA can be found at www.clubrunning.org.

SAMPLE - 2019 Event Summary

- Preferred Date of Competition: Saturday & Sunday, April 13th & 14th, 2019
- Preferred Event Weekend Dates: Friday - Sunday, April 12th - 14th, 2019
- Alternate Date of Competition: Saturday & Sunday, April 6th & 7th, 2019
- Alternative Event Weekend Dates: Friday - Sunday, April 12th - 14th, 2019

The preferred date for the event is the second weekend of April with the first weekend as the second choice. Due to school schedules and student statuses, finals, etc. there is no flexibility to host the event any later in the season.

For the track & field portion of the competition, we are anticipating roughly 2,400 to 3,000 entries across all events. This number counts relays as one entry, and a runner doing two individual events as two entries. When looking purely at the number of unique athletes, this number will likely be closer to 1,500.

The Half Marathon portion of the competition has traditionally been smaller; however, in recent years we've seen 300-400 runners compete in the Half Marathon, and this number is anticipated to grow slowly but steadily in the coming years.

In terms of spectators, we expect roughly 500 spectators between the two main sections of competition. Depending on if the Half Marathon is open to the public and the overall number of entries, this number could be higher.

EVENT REQUIREMENTS

Venues

- Competition Venue
 - Track and Field
 - Track with markings for all main collegiate events is required, but venue on/near University campus is strongly desirable

- 8 lane track required, 9 lane track preferred
- Permanent Seating for at least 3,000 people. Areas for teams to set up tents is also preferable
- Access to Press Box
- Locker rooms and meeting space for Race Officials, NIRCA Staff, and other volunteers is a requirement
- Lockers & Showers for the athletes while not required, would certainly be beneficial
- Parking
 - Capacity for ~500 vehicles & ~10 buses
 - Minimal distance from 'team camp' area
- Half Marathon
 - Start and Finish either near/at the track or within a short drive of the track
 - If there is already a Half Marathon in the area around our desired weekends of competition, there would be interest on our end in partnering with that race. If that is not an option, however, that is certainly not a problem, as we are also open to the idea of self-hosting the Half Marathon.
 - As we've traditionally only had a few hundred NIRCA entries in the Half Marathon, if we were to self-host the Half Marathon we would like for the race to also be open to the public.
 - Affordability is a huge priority. If possible, we would like to avoid charging clubs more than \$40-50/runner. With price in mind, many of the bells and whistles found at larger races are not necessary, though access to chip/automatic timing is a requirement.
 - In the event we would be self-hosting the Half Marathon, our initial preference would be for a closed loop course (about 3-4 laps) with a finish on the track. The goal of this would be to minimize road closures and other expenses while having this be a unified event in a central location.
- Location
 - As most active clubs teams lie east of the Mississippi, a location within a drivable distance for a majority of these teams is a near requirement.
 - Proximity (within ~1 hour drive) to a sizable airport (one that at the very least, has regular flights to major hubs such as Chicago O'Hare, Philadelphia, Dallas, Atlanta, etc.)
- Alumni & Sponsor Social Event
 - Friday evening (April 12th or 5th)
 - Typically held at a local bar/restaurant near competition venue/hotels
 - Approximate attendance: 30-50

Lodging

- Staff Lodging
 - NIRCA Staff (~15 people) will stay in a suites-style property to allow for meeting space, etc. Arrival dates are Wednesday or Thursday, checking out Sunday
- Hotel Courtesy Blocks
 - Promoted to teams, spectators, families
 - Arrival Friday, checking out Sunday
 - Seek to contract with 3-5 properties, dependent on price point
 - Budget-oriented hotels are valued highest by teams
 - Requirements for NIRCA to contract include no attritions, cut-off dates two weeks out, and \$5 rebate per room night back to NIRCA (follow-up with sales managers on rebates handled by CVB)

Staffing

Individuals/staff to be identified as key event support, may be sourced through, venue or NIRCA

- Local Competition Event Liaison
 - Individual familiar with the competition venue as used for a cross country meet, and familiar with local vendors/support from the running community
- Venue Liaison
 - NIRCA direct liaison for facility contract, questions, rules & regulations & insurance, etc.
- Medical
 - EMTs / Ambulance - a minimum of 1 dedicated ambulance unit (2 preferable) and 3-4 EMT staff are required by NIRCA on-site at the event.
 - Athletic Trainers - athletic trainers are required by NIRCA on-site at the event for minor inquiry support and services such as ice, taping, etc.
- Law Enforcement/Security
 - Local police/campus police - NIRCA will alert to event, and if necessary, may have an officer on-site
 - Security staff - NIRCA requires a few security staff to assist in some crowd management/parking, etc.
 - Road Closures for Half Marathon
- Volunteers for handing out water/gatorade during Half Marathon and to ensure runners complete proper course
- Meet Officials
 - Officials with experience working at collegiate meets is necessary, though it does not need to be at the Division I level.
 - Officials must follow the rules mentioned in the NIRCA Officials guide, which differs greatly from high school and NCAA rules.

Food & Beverage

- Concessions
 - NIRCA requests concessions services on-site for the event, whether provided by the venue or sourced by NIRCA - details discussed per each venue's parameters. This is especially important if there are limited options within a short drive of the facility.
- Water Supply
 - Access to a venue potable water supply is required for post-race water for participants and other medical support needs

Vendors & Rentals

These are items that NIRCA typically rents/sources for this event. Suggested local vendors are welcomed and requested (individual RFP processes may still follow). We also value any potential in-kind partnerships to utilize these items for the event in return for sponsorship.

- Meeting Space
 - Ideally near a locker room / restroom for the officials, volunteers, and NIRCA Staff. Close proximity to the track is also preferred.
- Portable Toilets
 - Approximately 20-25 portable toilets are needed for the Half Marathon, depending of course on where this event will start/finish
- Truss & Rigging (Half Marathon)
 - Aluminum truss is sourced to create the finish line arch and other elevated signage displays
- Audio/Public Address System
 - Professional audio system, utilizing multiple speakers/subwoofers and mixer board, capable of covering a multi-directional radius of several hundred yards - for music and announcing
 - Three wireless microphones needed, with range of at least 100 yards from source
- Staging
 - ~8' deep by ~24' wide stage, on 24" high risers/legs
 - Including two sets of stairs with railing
 - Utilized for photos and awards presentation

- Tents
 - 20' x 20' tent w/clear sides (staked or weighted) for registration/packet pick up
 - 20' x 20' tent w/white sides for medical
 - Possible additional tents may be necessary
 - Tents may need to be heated, depending on expected weather conditions
 - Tables and chairs as needed
- Road Closures
 - Will need ability to have a closed course for the Half Marathon championship. A closed course means eliminating hazards like vehicle traffic and any other events or activities that could impede a runner's ability to progress forward on the course, even if for a few seconds. Courses with repeating loops of 2-4 miles are acceptable.

Sponsorship & Support

We welcome any information on potential sponsorship opportunities or other direct support that the would provide to NIRCA if is chosen as the host city for the event. Additionally, we are interested in learning about any local businesses/partners whom the may be able to connect NIRCA to as a potential local event sponsor.

For either the or other local sponsors, NIRCA can offer a variety of sponsorship entitlements to create a valuable and engaging partnership with event participants and spectators.

Contact Information & Proposal Submission

We appreciate you preparing a proposal for this event and look forward to reviewing it.

For questions or clarification, contact:

Stephanie Bartley
National Event Director
stephanie.bartley@clubrunning.org

To submit a completed proposal, email your PDF file to:

NIRCA Race Management
race.management@clubrunning.org

