



Overview: As part of USATF's effort to support Association-based programs as well as the development of the Open Club system a travel grant program will be offered in 2010. Each Association will be eligible (see Association Requirements below) to offer the winning open men's and women's teams at their 2010 Association Cross Country Championships a \$500 stipend for travel expenses to the 2010 USATF National Club Cross Country Championships in Charlotte, N.C.

Association Requirements: The Association Championship must meet the following requirements in order to be eligible to offer the travel stipend:

- The event must be placed on the USATF Calendar at least 4 weeks prior to the championship.
- Complete meet information must be placed on the Association's website 4 weeks prior to the championship.
- A sanction application must be processed and received at the National Office at least 4 weeks prior to the championship.
- A separate entry form and/or informational flyer must be generated specifically for the Open Championships (in other words it cannot be part of a Junior Olympic entry form or informational flyer). Masters information can/should be included if the event will also serve as your Association's Masters Championships. This document must be mailed and/or emailed to each open club in the Association and a supply sent to each running specialty store in the Association for placement in the stores. The following information must be included on the entry/informational document

The winning men's and women's open teams will earn a \$500 travel stipend for travel to the 2010 USATF National Club Cross Country Championships in Charlotte, N.C.

- If the event will be offering online entries then the USATF online entry system must be used. [Click here](#) for more information about the USATF entry system. Below you will find the "Online Entry Setup Worksheet" that needs to be submitted.
- Official Association Championship medals must be awarded as described in USATF competition rule 5.
- Championship results must be posted on the Association website within 24 hours of the completion of the championship.

Online Entry Setup Worksheet

submit to Andy.Martin@usatf.org

Event Name: _____

Example: USATF {Assoc. Name} Association Open & Masters Cross Country Championships

Event Date(s): _____

Is the Event on the USATF Calendar: Please check www.usatf.org/calendars/search/

☐ **Yes** **Event ID #** _____
www.usatf.org/calendars/lookupEventID.asp

☐ **No** (note: it must be on the calendar in order to setup the online entries)

Entry Fees and Deadlines:

Date Received	Month	Day	Year	Time Cut off	Entry Fee
On-time Entry on or before			2010		\$
Late Entry on or before			2010		\$
Example	11	10	2010	11:59 pm ET	\$30

Entities/Organizations to include in the Waiver of Liability Release:

Contact Person: (person who will respond to questions from athletes about their entries and general meeting information)

Name: _____

E-mail: _____

Password for accessing the management area of the entry system: _____

at least 6 digits / must include both letter and numbers

Payment of Entry Fees from USATF to Event: (Checks will be mailed 3-4 weeks after the close of the entries)

Check should be made payable to: _____

Check should be mailed to: _____

After the entries are setup an email will be sent to the person listed above with the URLs for the entry links. These links need to be posted on your Association's website in conjunction with all of the meet information (date, site, course details, awards information, eligibility information, entry fees and deadlines, etc.). Additionally information will be sent to the contact person about logging into the "backend" management area of the system so they can manage the entries.