



IL State Championship Application Procedures

Application Deadline:

The application deadline for the 2018-2019 Illinois State Championship races is **Friday, March 2nd, 2018**. Winners will be announced Saturday, March 10th, 2018.

Application Deadline:

There is no application fee for the 2018-2019 Championship races, however a non-refundable deposit fee of \$100 required to be paid immediately once awarded to help put a financial commitment in place for the awardee to uphold the two year agreement.

Selection Criteria:

It is the ICA's goal that all State Championships are more than just another race on the calendar. State Championship races should offer a higher level of competition on a top-quality course and a superior rider and spectator experience. It should be obvious to racers attending the race that this is the Illinois State Championship by use of signage and PR announcements.

The applications will be reviewed and selected by a combination of 3-5 ICA Board members and ICA committee members. The intention is to have at least one official, one race director, and one rider as a part of the selection committee. Each of the involved members will take the time to become knowledgeable with the event and ideally should have seen the course and feel qualified to judge the quality of the event for a state championship.

The application questions will be given a score from 1-10 (1 being lowest, 10 being highest) with the greatest possible score being 100 points. The selection committee members will rate each question. The final score shall be the sum of the scores divided by number of reviewers (no less than 3). The maximum final score, then, is 100 if each committee member were to give the race application a perfect score.

Scores will help to determine the final selection Illinois State Championship Races (Road, Criterium, Track, Time Trial, Mountain Bike, and Cyclocross). In case of a tie, the races in the tie will be presented to the ICA President, IL Technical Director, and State Championship Committee Chairperson for a final decision.



Requirements:

An ICA Championship banner will be placed near the start/finish line and announcements at the race mentioning that it is the IL State Championship are both required. The race will have one volunteer all day dedicated to the podium to help distribute jerseys, keep a list of the winner/category/jersey size and take podium pictures. Categories racing for medals and/or jerseys should be defined in the race flyer and at the start line of the race. The cost of the championship jersey will be paid in full by the ICA, pending all other agreements in this application are met. If they are not, costs will be split 50/50 between the ICA and the race director of the event. We expect the cost of the jerseys to be about \$40. This translated to about a \$300 jersey expense for a race director.

Selection Criteria:

1. Event Management & Organizing Experience
2. Registration Process, Timing/Scoring, Posting of Results
3. Emergency Plan and Security
4. Quality of Course (fair, safe, and challenging to rider's abilities, good rider feedback)
5. Community, Sponsor Support & Involvement
6. Impact on other events in the area and scheduling conflicts
7. Proper Staffing of race (registration, officials, marshals, etc.)
8. Ability of the event to give back to the racing community and improve the sport
9. Marketing plan and how you will showcase the State Championship
10. Venue Quality, Location, Infrastructure, Accessibility
11. A representative category structure, including at least Junior boy/girl 10-14 and 15-18.

Acceptance:

All organizers submitting applications must complete the application and return to the ICA State Championship Committee Chairperson by the application deadline. The ICA reserves the right to reject any incomplete applications.

Please submit applications to: kelly.clarke@gmail.com



2018-2019 IL State Championship Application

Please type or write legibly. Applications that can't be read will not be accepted.

Type of Race:

Road Race [] Criterium [] Track [] Time Trial [] Cyclocross [] Mountain Bike []

Rider Entry Fees: _____

Prize List Men: _____

Prize List Women: _____

Venue and Event Location

Attach a map of the course that includes the name of the event, and location.

Event Website: _____

Event Dates

1st Event Date Choice: _____ 2nd Event Date Choice: _____

Do you have any flexibility outside of the dates listed above? Yes [] No []

Organization

Race Director: _____

Address: _____

Phone: _____

Race Director Email: _____

Other important contacts: _____

Size of Organizing Committee: _____

Number of volunteers on race day: _____

Online registration fees MUST BE absorbed by the race (i.e. service charges are included in advertised race fee). Suggested that day of fees are encouraging in promoting pre-registration for easier day-off registration processes.

Do you have any issue using the ICA Preferred On-Line provider (BikeReg)? Yes [] No []

If Yes, please note the issue: _____



1. Event Management & Organizing Experience

Please list the events your team has organized:

Please outline the structure and race day game plan of the staff and volunteers:

2. Registration Process, Timing/Scoring, Posting of Results:

Please outline the method to be used for registration, timing/scoring the event and process of posting the results. Please list events you feel have been successful with your methods. Please include examples of accuracy and timeliness of your timing and scoring system.

3. Emergency Plan and Security

Will an ambulance be on-site for the event? Yes No

What medical facilities are available on-site for the event?

If nothing is on-site, how close are medical facilities?

Will the town/city be providing any police assistance? Yes No

Are there any areas of the course with a higher need for crowd control or introducing any rider safety factors? How will you address those areas?



4. Quality of Course:

Please attach maps or supporting documents of all the courses for the event and include these items if possible:

1. Length of course.
2. Elevation map of course.
3. Start Finish Line and placement of stage if applicable.
4. Feed zone locations, if any.
5. Spectator spots on course and any vendor areas.
6. Access points for medical staff with evacuation routes indicated.
7. Location of course marshals.
8. Explanation of course closure.
9. Registration.
10. Parking.
11. Past race flyer(s) of the event.
12. Technical Guide for riders and officials.
13. Any additional documentation you feel will support your application.



5. Community, Sponsor Support & Involvement:

Please outline the community and sponsor support you will have. Be as detailed as possible. Include items like local leaders who are invited to the race, are there VIP accommodations for sponsors or other dignitaries, what local civic organization are involved, etc.

6. Impact on Other Event(s) in the area and any Known Scheduling Conflicts:

Are there any events on the same date or area? Yes [] No []

If yes, please explain.

7. Proper Staffing of the Race:

Please outline staffing plans for registration, officials, course maintenance during the race, marshal liaison, plans to have a smooth running event, well covered with support. If possible, identify the leads you have for each area needing coverage.

8. How does Your Event Give Back to the Racing Community and Improve the Sport? Please outline any special events or concepts you'll use to improve the sport.



9. What is your Marketing Plan and how will you be Highlighting the State Championship

Please outline the plans to promote and highlight the event's status as a championship.

10. Overall Venue Quality, Location, Infrastructure, & Accessibility

Please explain why your race and venue should be selected on an overall comparison to other possible venues in the state.

11. Other Considerations (Optional)



CERTIFICATION

I, _____, represent and warrant that I have thoroughly read and reviewed the foregoing application and guidelines. I understand all the requirements for hosting an Illinois State Championship event. If I host the **2018 & 2019 State Championships** that I've applied for, I understand and agree that I will provide each and every item outlined in the application, as well as all applicable ICA and USAC Rules and Regulations.

Each and every statement or submission made in conjunction with the submission of this application is true and accurate, as of the date of this submission, and do not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled.

If, due to subsequent events or inaction, any statement, promise, or submission made herein is no longer true or capable of being fulfilled, then I shall immediately notify the ICA of this fact. For purposes of the preceding sentence, I understand that I am obligated to notify the ICA, within forty-eight (48) hours, of the discovery that any aspect of the attached bid application has become untrue or is incapable of performance. I further understand and agree that the ICA reserves the right to withdraw its award of the State Championship race due to the promoter's inability to fulfill the conditions and promises stated in this original Illinois State Championship application.

Signature: _____

Print Name: _____

Title: _____

Date: _____