

Run Nova Scotia Road Race Series – Application Form

- Applications are due by **January 31st** of the race year in question.
- Do not provide information that should not be published or given out to others.
- PRINT legibly to enable us to copy the information correctly.

Race name: _____

Race location (civic address, community name): _____

Start/finish location: _____

Average # participants: _____ **Number of years your race been held?** _____

Race date: _____ / _____ **Start time:** _____
Day (e.g., Sun.) / Date (Mmm-dd)

Race distance(s): _____

List distances you wish to be in the road race series: _____

Type of course: () Out & Back () Single Loop () Multiple Loops () Point to Point

Things runners should know (availability of lockers/showers, etc.):

Associated events (festivals, etc.): _____

Will your event be chip timed? () Yes () No

Online Registration available? () Yes () No

Registration Fee (excluding any discounts): \$ _____

A 20% discount (maximum of \$5) must be offered to Run NS members from all Road Race Series events.

Contact person: _____

Full Mailing Address: _____

Phone #: _____ **E-mail address:** _____

Web site: _____

Are you applying to be on our annual Run NS Road Race Series? Yes No

Are you applying to be on our annual Performance Series? Yes No

Your obligation to Run Nova Scotia and Run Nova Scotia's commitment to you are outlined on the following pages. Signing this application indicates that you have read and agree to the contents of the race series agreement.

Signature: _____ **Signature Date:** _____

Scan and email forms to:
roadseries@runnovascotia.ca

Information must be in our possession by January 31st of the race year in question.

Race Series Agreement

By agreeing to be considered as a Run Nova Scotia Series and/or a Performance Series event, you agree to abide by the following:

- 50 copies of your race registration forms or marketing material must be in Run Nova Scotia's possession no less than one month prior to your race date.
- Your registration form / marketing material must contain the following information:
 - The Run Nova Scotia Series title.
 - The logos of the Run Nova Series sponsors. (Series and individual race sponsorship conflicts are allowed.) If you are providing a rack card (3" x 8" or smaller), then you include the Run Nova Scotia logo but not the sponsor logos.
 - Race name, distance, location, date, and start time.
 - The civic address of your registration location.
 - Your race registration fee structure with a discount offered to Run NS members. (Discount to be 20% of full price to a maximum of \$5. A \$5 race will cost members \$4, whereas a \$50 race will cost members \$45.)
 - The pre-registration mailing address and/or URL.
 - The location of your awards venue.
 - Locker room / shower availability. If showers are not available, it must be noted on your registration form.
 - The Run NS liability waiver (see the Resources > Race Directors Info page on the
 - Run NS website (www.runnovascotia.ca). (Not required on paper marketing materials; required if your paper marketing material is also the registration form.)
- Your awards categories should include a minimum of: Open (all participants), Junior (19 and under), Masters (40 to 49), Senior Masters (50 to 59), Golden Masters (60 to 69), Platinum Masters (70 to 79), Titanium Masters (80+).
- Give Run Nova Scotia air time during your awards presentations for a Run NS representative to:
 - promote Run NS and thank you and our sponsors
 - promote upcoming running events
 - to give out Run NS sponsored draw prizes for Run NS members
- Allow Run NS to sell raffle tickets at your race.
- Allow Run NS to set up a portable bulletin board with a supply of upcoming race registration forms.
- Allow Run NS to erect our finish line assembly with Run NS sponsor logos attached.
- Provide race results to Run NS within one week, in electronic form (preferably Microsoft Excel).
- Payment of the Run NS Sanction Fee of \$1.50 per registered runner to a maximum of \$350.

- Supply at least two people to assist the finish line operator.
- Agree to host your race in accordance with the guidelines as set forth in the Run NS Race Directors' Guide (available at www.runnovascotia.ca on the Resources page).

As a Run Nova Scotia Series event, your race will receive the following:

Race Publicity:

- Your race listed on the Events Calendar of our web site (www.runnovascotia.ca).
- Your race details forwarded to our Run NS membership via our weekly e-mail distribution.
- Your downloadable race registration form put on the Run NS web site.
- A link to your web page on the Run NS web site.
- Your registration forms and other marketing materials available to the running community at our Run NS portable bulletin board.
- Your race results on the Run NS web site (www.runnovascotia.ca).

Run NS will supply the following:

- \$5,000,000 Sport Association Liability Insurance policy for your event
- 1 digital finish display clock
- Finish line chute system
- Finish line Arch
- 12 finish line pylons
- Complete public address system
- Licenced Music
- 2 Portable power generators
- Race numbers (bibs)
- 2 hand-held finish line timers
- 500 numbered position indicator sticks (tongue depressors)
- 2 “Race in Progress” signs
- Gold, Silver and Bronze Podiums

Equipment will arrive at your site a minimum of 1 hour prior to the start of your race.

Please note that Run NS does not provide any assistance for the operation of your race, with the exception of one finish line timer operator and equipment. You must supply at least two people to assist the finish line operator, and are responsible for all other aspects of the race.

For further information, email us at roadseries@runnovascotia.ca