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Dear Race Director,

Thank you for your interest in hosting a USARA sanctioned event. Enclosed you will find USARA sanctioning information for the 2020 year. The USARA would like to help you promote a safe & well-organized event. All USARA sanctioned events must comply with the USARA minimum event sanctioning requirements. Please feel free to contact us for free consulting & guidance as your event is being planned.

Once approved for sanctioning your certificate of insurance will be available to download from the ASIS insurance website. Also on the website is the USARA waiver which has been approved for use in all states. Your event must use this waiver and should not modify this waiver nor use any additional waivers as this could destroy the effectiveness of the waiver and affect the effectiveness of our insurance coverage. The waiver may now be placed electronically on your website for participants to complete.

Enclosed please find the insurance coverage information for 2020 USARA sanctioned events. The coverage will give promoters their own **individual policy limits** for each event. This policy provides some of the most comprehensive coverages available in the sport of adventure racing with General Liability Limits of \$1,000,000.00 with a \$5,000,000.00 Aggregate. USARA coverage includes \$25,000.00 in Participant Accident Coverage for your participants, staff & volunteers. All participants, volunteers and staff must sign the enclosed waiver in order to be eligible for insurance coverage. **Events must be approved and have USARA Insurance coverage in order to be USARA sanctioned.**

Any promoter holding camps or corporate training clinics may insure these events through the USARA using the camp & clinic insurance plan.

Promoters must collect the USARA licensing fees from events, camps or corporate training clinic participants who do not hold a current USARA racing license. Forms will be provided by the USARA. Single event licenses cannot be obtained in advance of the event and can only be purchased at event registration. Failure to return the license fees and applications within 14 days of an event will incur late fees and may result in cancellation of insurance policy and refusal of future sanctioning by the USARA.

Promoters hosting USARA sanctioned events must join the USARA. To become a member please complete the included USARA membership application and return with proper fees.

The online USARA Insurance Application & Event Sanctioning Agreement must be read and acknowledged for each race that you are hosting at the time you purchase insurance. If you do not have Internet access, contact the USARA for event sanctioning & insurance forms.

Non AR Coverage To help meet the needs of event promoters, the USARA has partnered with US Endurance event coverage for non-adventure racing events such as mountain biking, cyclocross, gravel grinders, trail running, themed runs and scavenger hunts. This package does not require participants to join the USE, Please contact the USARA for more information on the US Endurance coverage.

We are looking forward to an exciting 2020 year of adventure racing and hope to see you at the USARA Adventure Race National Championships. If you have any additional questions please feel free to call.

Sincerely,
Troy Farrar
USARA

USARA SANCTIONING CRITERIA

Purpose:

1. To guide and assist race directors and committees in conducting a fun, safe, and fair event.
2. To provide for the health, welfare, and safety of participants, race personnel, spectators, officials, and volunteers

Process:

1. Complete the USARA Event Sanctioning Agreement and fax to USARA. (USARA Form A) (Sanctioning Agreement may be completed online when placing event on USARA calendar or when purchasing insurance).
2. Complete the USARA Insurance Application online (www.amerspec.com/usara).
3. Event Sanctioning Agreement should be received by USARA at least six weeks prior to the event.
4. Upon approval of sanctioning, you will receive membership applications and accounting forms.
5. Following your event you are to return all membership applications and appropriate fees along with incident reporting forms to the USARA.

Compliance:

1. Sanctioned events agree to comply with all USARA minimum event-sanctioning requirements.
2. Sanctioned events are to verify that all competitors are annual members or have purchased a single event membership. Sanctioned events must return all membership applications and appropriate fees within 14 days of event completion.
3. Have all participants, volunteers and staff sign the USARA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT. Signature of the waiver agreement is required for insurance purposes and should be kept for 7 years for adults and until maturity + 4 years for minors.
4. Failure to maintain minimum event sanctioning requirements may void all insurance coverage made available to the race director.

Refusal:

USARA reserves the right to deny sanctioning based upon:

1. Poor past performance including excessive insurance risk or prior losses.
2. Concerns that race management is not capable of complying with USARA minimum event sanctioning requirements.
3. Insufficient preparation time.
4. Inconsistencies in overall race plan.
5. Significant discrepancies in race planning.
6. Factors that indicate potential problems in race operations.
7. Post-race items from previous events not received in required time period by USARA.
8. Other infractions as deemed by the USARA as detrimental to conducting a safe event.

USARA SANCTIONED EVENTS PROMOTERS BENEFITS

- One of the most comprehensive insurance packages available in the sport of Adventure Racing
- Free event listing on USARA web site calendar with link to promoter's web site
- Event included in USARA National Ranking System
- Free Race Directors Kit including an event planning guideline
- Guidance available to assist race directors in conducting safe & well-organized events
- \$5,000,000.00 Aggregate / \$1,000,000 per Occurrence Commercial General Liability coverage
- \$25,000.00 participant, staff & volunteer accident medical excess coverage
- \$10,000.00 Accidental Death & Dismemberment Coverage for participants, staff & volunteers
- Supports and promotes the growth of Adventure racing
- Opportunity to apply for Regional Qualification Status
- Status as a safe, and well managed USARA event complying with minimum event sanctioning requirements
- Status as an ecologically sensitive event complying with USARA Ecological Standards
- USARA representatives available at selected events
- Free email to the USARA database to advertise your event
- Affiliation membership gives promoters clout when seeking event sponsorship

USARA RACER BENEFITS

- \$25,000.00 participant accident coverage for racers in all USARA sanctioned events
- A one year USARA Racing License; less expensive than single event license
- USARA Newsletter
- Access to Adventure World Magazine, the official magazine of the USARA
- USARA racer representatives available as a direct pipeline for racer concerns
- Inclusion in the USARA National Team Ranking System
- USARA Sticker
- Discounted and special USARA merchandise offers available only to the USARA members
- The USARA Race Calendar; your comprehensive guide to all USARA Sanctioned events
- Qualify and compete in the USARA Adventure Race National Championship™
- USARA Training Camp & Clinic Calendar
- USARA sanctioned events must comply with USARA minimum event sanctioning requirements promoting racer safety
- USARA Adventure Racing Club network; find training partners and teammates in your area
- Inexpensive insurance available for adventure racing clubs

USARA RACING LICENSE OPTIONS

\$8.00 Single event license (available at race registration only)

\$35.00 One year USARA membership

USARA PRE EVENT CHECKLIST

- Complete the USARA Event Sanctioning Agreement (USARA Form A) Complete one sanctioning agreement for each event you are sanctioning. **Event directors can complete the sanctioning agreement online when adding event to the USARA calendar or online when purchasing insurance.** The Business entities signature section applies to situations where a party other than the race director owns the event. In all cases, the race director will sign the application. By signing this contract you are warranting that your race will meet the minimum event sanctioning requirements as outlined in the USARA minimum event sanctioning requirements. By signing this contract you are warranting that you will return the USARA membership applications and fees within the specified time. Failure to maintain minimum event sanctioning requirements will be a breach of this contract and such breach may result in voiding any insurance coverage made available to the Race Director or Event.

- Go to **www.amerspec.com/usara**
Complete the Event Insurance Application. This is a contract between United States Adventure Racing Association, Inc., and the race director. Please read carefully, fill in the appropriate names at the beginning of the contract.

- Once complete, certificates of insurance will be available for printing via the insurance website. (www.amerspec.com/usara)

- All event promoters of USARA sanctioned events must be members of the USARA. If you are not a member, complete and return membership form to the USARA. (Form B)

- Register as a USARA promoter and place your events on the USARA website calendar (promoters are responsible for placing the events on the calendar). **www.usara.com.**

- Order email to be sent to the USARA database announcing your event from USARA.

- You will receive a combination USARA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT and USARA membership form 4 weeks prior to your event. Have all participants, volunteers and staff sign the waiver. Signature of the waiver agreement is required for insurance purposes and should be kept for 7 years for adults and until maturity + 4 years for minors. The USARA membership form is to be completed by all event participants. **You may place the USARA release and membership application on your website to be completed electronically.** (USARA Form C)
Download at <http://www.usara.com/resources/waiver.pdf>

POST EVENT CHECKLIST

- Return USARA membership fees and forms to USARA within 14 days from the completion of your event. You may return electronically if electronic form was used.

- Post top 10 coed results on USARA Website for USARA National Ranking System (points will not be allocated until USARA receives membership forms and fees).

2020 Insurance Premiums For USARA Sanctioned Events (Races)

TO APPLY GO TO: www.amerspec.com/usara

In order to comply with USARA insurance coverage and sanctioning requirements all events must participate in this insurance program. Your event must be USARA sanctioned in order to qualify for the following insurance coverage.

Commercial General Liability Insurance:

**Arch Insurance Company (a member of Arch Insurance Group)
AM Best Company Number 003186 / AM Best Rating A+ (Superior) XV**

Coverage Includes Suits Arising Out Of:

- Injury or death of participants, spectators or volunteers
- Third Party property damage liability
- Activities necessary to conduct events
- General negligence claims
- Cost of investigation and defense of claims, even if groundless

Coverage Excludes:

- Motorized apparatus, Animal or Equestrian events
- Mud or Obstacle Runs
- Firearms, Paintball or Weapons
- Player vs. Player suits

Contact for pricing if event includes: White water (Class III or above)

Named Insureds: USARA event organizers, promoters, event owners, race participants & race officials but only while acting in their capacity as such, during a USARA sanctioned event that has been endorsed to the policy. Landowners, Sponsors & Other Entities approved by the carrier may be added as additional insured at no additional charge.

Master Policy Limits

Excess limits are available.

- \$5,000,000.00 General Aggregate Per Event
- \$1,000,000.00 Each Occurrence Limit
- \$5,000,000.00 Products / Completed Operations Aggregate Limit
- \$1,000,000.00 Personal & Advertising Injury Limit (Any one person or organization)
- \$1,000,000.00 Damage To Rented Premises Liability (Any one premises)

PARTICIPANT LEGAL LIABILITY: "Participant Legal Liability" is defined as those sums which the insured becomes legally obligated to pay because of actions brought against that insured for "bodily injury" to a "participant" while practicing for or participating in any contest or exhibition of an athletic or sports nature sponsored by you. The term "Participant" shall include players/athletes, coaches, managers, staff members, team workers, volunteers, game officials, and other personnel who have been granted proper authorization to enter any restricted area.

Accident Medical Excess Expense and Accidental Death and Dismemberment:

Federal Insurance Company A ++ XV rating (Superior)

\$25,000 Accident Medical Excess

\$2,000,000 Maximum Limit (Per Accident)

\$10,000 Orthopedic Appliances

\$10,000 Physical Therapy

\$500 Deductible per claim

\$10,000 Accidental Death & Dismemberment Principle Sum

Excess of any other insurance coverage available

NOTE: If the event promoter/organizer does not have a process in which to collect liability waivers from event participants, coverage may be invalidated.

2020 Insurance Premiums For USARA Sanctioned Events (Races)

COST

Event Details

Cost

Single Day Event (24 hours or less)

1-100 Participants	\$488.00
101-300 Participants	\$654.00
301-600 Participants	\$1156.00
601-900 Participants	\$1655.00
901-1300 Participants	\$2322.00
1301-1700 Participants	\$2990.00
1701-2100 Participants	\$3656.00
2100-2500 Participants	\$4325.00
2501-2900 Participants	\$4992.00
2901-3300 Participants	\$5659.00

Each Additional Day \$152.00

Events With Ropes \$127.00 additional premium
(Rappelling, Tyrolean Traverse)
Zip lines are not allowed

Swim-Run Events \$50.00 additional premium
(Swim-Run events switch back & forth between swimming & running disciplines)

Contact USARA for:

Events with white water (class III and above)
Events which require additional limits

***USARA event coverage CANNOT be used for mud or obstacle runs.**

****To encourage beginner friendly races, the license fees will be waived for the beginner race at events that have both a beginner race (less than 5 hours) and a longer adventure race on either the same day or the same weekend.**

USARA Event Sanctioning includes the following added values:

- Access to USARA database for email blast
- Free calendar listing at USARA.com
- Event included in USARA National Ranking System

For questions contact USARA or Kristen Oddi at Kristen.Oddi@epicbrokers.com or 678.324.3325

2020 Camps & Clinic Insurance Premiums

TO APPLY GO TO: www.amerspec.com/usara

Camps & Clinics: All Camp or Clinic Sponsored training sessions and meetings. The Liability provides General Liability and Participant Legal Liability for camp or clinic functions and events that are not USARA sanctioned races. Cost is \$300.00 per camp or clinic for the first day and \$140.00 per additional day.

Who Is Covered: All participants, coaches, managers, volunteer workers and staff members of the insured camp or clinic are covered while participating in sponsored and supervised athletic activities. This policy will not respond to claims arising out of travel to or from covered activities. This policy will not respond to non practice adventure races (Promoters cannot use this policy for events in place of purchasing USARA event insurance).

USARA Membership: All camp or clinic participants must have either USARA single event membership or USARA 1 year membership.

Coverage Includes Suits Arising Out Of:

- Injury or death of participants
- Injury or death of spectators
- Injury or death of volunteers
- Property damage liability
- Incidental medical malpractice
- All activities necessary to conduct events
- General negligence claims
- Cost of investigation and defense of claims, even if groundless

Coverage Excludes: Motorized apparatus, Equestrian events, Firearms or Weapons, Paintball

Contact for pricing if event includes: White water (Class III or above) or has more than 300 participants

Commercial General Liability Insurance:

Arch Insurance Company A, XV rating (Excellent)

Landowners, Sponsors & Other Entities approved by the carrier may be added as additional insured at no additional charge.

Master Policy Limits

Master policy limits are aggregate limits shared among all participating events. Excess limits are available.

- \$5,000,000.00 General Aggregate Per Event
- \$1,000,000.00 Each Occurrence Limit
- \$5,000,000.00 Products / Completed Operations Aggregate Limit
- \$1,000,000.00 Personal & Advertising Injury Limit (Any one person or organization)
- \$1,000,000.00 Damage To Premises Rented To You Limit (Any one premises)

Accident Medical Excess Expense and Accidental Death and Dismemberment:

Federal Insurance Company A ++ XV rating (Superior)

\$25,000 Accident Medical Excess

\$2,000,000 Maximum Limit (Per Accident)

\$10,000 Orthopedic Appliances

\$10,000 Physical Therapy

\$500 Deductible per claim

\$10,000 Accidental Death & Dismemberment Principal Sum

Excess of any other insurance coverage available

Event Details

Cost

Each camp or clinic \$318.00 for 24 hours, up to 300 participants

Each additional day \$152.00 per each additional day

Event with ropes \$127.00 additional premium

USARA MINIMUM EVENT SANCTIONING REQUIREMENTS

Race Management:

1. All participants must sign USARA Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement. Race Management should keep for 7 years for adults and until maturity + 4 years for minors.
2. Secure required permits from local, state & federal authorities with permission to hold event, including permission to use city & county roads
3. Select and design a safe venue to conduct the event.
4. Complete & mail USARA Event Sanctioning Agreement
5. Race Directors must have a communication plan for the event.
6. Race Directors should plan for unforeseen conditions (weather, construction, etc.) which develop before the race that may necessitate a change of plans.
7. Race Director must have an adverse weather plan.
8. USARA suggests that the Race Director should notify private parties and others whose property lies along the course concerning the date and time of the event and any other precautions.
9. The Race Director should notify local law enforcement, fire rescue and hospitals of the date and time of the event.
10. Teams that have a member under 14 years old must have an adult on the team if the duration of the event is over 8 hours.
11. Teams that have a member between 15 - 17 years old must have an adult or guardian present if the duration of the event is over 8 hours.
12. Teams that have a member under 17 years old must have an adult on the team if the duration of the event is over 24 hours.

Medical Plan:

1. Develop a comprehensive medical plan that identifies the person in charge and includes information on personnel, support, emergency communication and medical forms.
2. Must meet minimum on site medical staff requirements.
 - a. All races must have a minimum of 1 Paramedic or EMT or Wilderness First Responder or higher certifications present during entire race.
3. Beyond the minimum staffing requirement set forth above, the race organization is encouraged to provide additional first aid-trained staff or volunteers, in such numbers and locations that take into account all of the following:
 - a. Number of race participants
 - b. Duration/Distance of race
 - c. Cell phone coverage availability
 - d. Team composition (are soloists permitted?)
 - e. Time/Distance to nearest clinic or hospital
 - f. Availability of local search and rescue team
4. Must have an emergency reaction plan with local Emergency Medical Service that informs them of the event and possible EMS pick up areas such as transition areas.
5. Must have means of immediate communication to local Emergency Medical Services, (radio, cellular telephone, satellite telephone, telephone, etc.).
6. If any teams will still be on the race course after 24 hours, the event must require the following minimum team first aid kit to be carried by all teams in the event at all times. Events may add contents to this minimum first aid kit but may not subtract any contents. Teams may use the Adventure Medical Kit Ultralight .7 or build their own kit as long as the kit contains the following listed required contents.
(8) 2x2 or 3x3 sterile dressing, (2) 3x4 non adherent sterile dressing, (1) conforming gauze bandage, (4) 1x3 adhesive bandage, (3) knuckle adhesive bandage, (1) tape ½"x 10 yards, (1) swift wrap elastic bandage, (8) 200mg. Ibuprofen, (2) antihistamine (Diphenhydramine), (2) afterbite sting relief, (1) moleskin, (5) towelettes, (3) antibiotic ointment, (1) tincture of benzoin, (3) butterfly closure bandage, (2) pair nitrile gloves, (1) tweezers, (3) safety pins, (1) duct tape, (2) alosak.
7. Race Director must complete USARA incident report upon completion of the event if there is a medical problem.

Safety Plan:

1. This program cannot be used for adventure runs with obstacles or mud pits.
2. Race Directors must have a search and rescue plan for missing teams or racers.
3. Race Directors must have a process of monitoring teams' positions while on the course.
4. No motorized vehicles of any kind may be used by participants in the event.
5. No animals of any kind may be used by participants in the event.
6. No firearms, BB guns, paintball guns, crossbows, bow & arrows, spears, tomahawks or weapons of any kind may be used in the event.

CONTINUED

USARA MINIMUM EVENT SANCTIONING REQUIREMENTS

Safety Plan:

7. If your course could cause lacerations to the racers (sharp plants, etc) you should inform the racers of the dangers of blood born diseases being passed from racer to racer or infections from exposure to dirt or water and suggest the racers wear long pants and long sleeves to protect themselves.
8. All participants are required to wear a certified bicycling helmet (CPSC marked bicycling helmets) while biking, inline skating or scootering. The following helmets are only approved for climbing and cannot be used for cycling: Kong Scarab, Petzel Meteor, Salewa Helium. Petzl Picchu children's helmet is the only dual certified helmet in the US.
9. Race Director must have a water safety plan.
10. All participants are required to wear a Type I, II, or III PFD while boating or boogie boarding at all times.
11. All participants are required to wear a Type I, II or III PFD while swimming on moving water, unless swim is announced to participants prior to race day.
12. All participants are required to wear a certified climbing helmet, bicycling helmet or Protec helmet while boating, boarding or swimming on any class II or higher river.
13. All participants must have a functioning glow stick attached to their PFD while paddling, boarding or swimming at night.
14. All participants must have functioning glow sticks attached to the bow and stern of their boat while paddling at night.
15. Must have a minimum of 1 safety boat if paddling is on the open ocean or paddle is on a lake for a distance in excess of 15 miles. USARA recommends a motorized safety vehicle in open water where racers are over ½ mile from shore at any time.
16. Extra precautions must be taken for rivers Class III and above and lakes that are prone to extreme winds or weather. USARA recommends swift water rescue personnel at named rapids.
17. Race Directors must have a minimum of 1 qualified person in charge of each ropes event. Qualified rope personnel can usually be located by contacting climbing gyms, mountain guide services & fire departments.
18. Rappelling/ Tyrolean ropes must be a minimum of 10.5mm and must be protected from rock damage and abrasion during use.
19. All participants are required to wear a climbing helmet (UIAA,CE) while on ropes of any type. The following helmets are only approved for climbing and cannot be used for cycling: Kong Scarab, Petzl Meteor, Salewa Helium. Petzl Picchu children's helmet is the only dual certified helmet in the US.
20. All ropes must have redundant and independent anchors and must be fixed and manned by qualified personnel.
21. All rappelling must have some form of safety belay (prusik, firemans belay, etc.).
22. All tyrolean traverses must have a redundant belay system.
23. If you are using an existing high ropes or cable course (example: at a YMCA camp). You may not enter into a hold harmless agreement between the facility and promoter.
24. Secure a safe zone under all ropes to prevent falling objects from injuring spectators or participants. Clear participants out of the safe zone as quickly as possible. No spectators allowed in the safe zone.
25. Each safety boat owner shall provide and maintain, at the boat owner's expense, the following insurance for claims arising out of the use and operation of the owner's boat in connection with a USARA sanctioned event:
Watercraft Liability insurance with limits of not less than \$500,000 each accident for bodily injury and property damage arising out of the use and operation of the boat (**see note below**). Said policy shall include the following parties as **Additional Insureds**: USARA, its sponsors, directors, employees, volunteers, members, clubs, associations, sport disciplines & divisions.
Watercraft Physical Damage insurance covering the boat, motor(s), trailer and any additional equipment (such as electronics) on an agreed value basis in the event of theft, loss or physical damage. The boat owner may elect to self-insure this exposure at the boat owner's sole risk and expense.
All such insurance required above shall be (1) primary to and non-contributory with any insurance maintained by USARA for losses arising out of use and operation of the boat in connection with a USARA sanctioned event; (2) shall be written by insurance companies with ratings of "A" or better in the latest edition of the A.M. Best key rating guide; and (3) shall provide that coverage may not be canceled unless thirty (30) days prior written notice thereof is furnished to USARA.

Post Race:

1. Clean up race site; leave no trace of your event.
2. Return USARA applications and proper fees to USARA within 14 days.
3. Keep participant Waivers for 7 years.

UNITED STATES ADVENTURE RACING ASSOCIATION



www.usara.com

QUICK GUIDE TO FORMS IN USARA SANCTIONING PACKAGE

USARA Insurance Application: To be completed online by events seeking USARA sanctioning. www.amerspec.com/usara

USARA Sanctioning Agreement: (Form A) To be completed by events seeking USARA sanctioning. USARA.

Event directors can complete the sanctioning agreement online when adding event to the USARA calendar or online when purchasing insurance.

USARA Membership Application: (Form B) To be completed by promoters seeking USARA sanctioning. All event promoters of USARA sanctioned events must be members of the USARA. If you are not a member, complete form and return to the USARA with appropriate fees.

USARA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND IDEMNITY AGREEMENT: (Form C) To be completed by all event participants, staff & volunteers. Waivers should be kept on file by event producer for 7 years for adults and until maturity + 4 years for minors. **Signature of the waiver agreement is required for insurance purposes. The USARA release and waiver should be the only waiver signed by participants.** The USARA membership form is to be completed by the event participants that do not have a USARA membership. USARA will provide a combination USARA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT and USARA membership form 4 weeks prior to your event. **You may place the USARA release and membership application on your website to be completed electronically.**

Download at www.usara.com/waiver.doc

USARA Regional Qualification Application: (Form D) To be completed by events seeking status as a Regional Qualification Race and returned to the USARA.

USARA Incident Report Form: (Form E) Must be completed by race director for all injuries or incidents that occur during the event. Copies of Incident Report Forms should be faxed to (260) 673-1291 or completed online at www.amerspec.com/usara. Copies must be kept on file by event producers for 3 years.

UNITED STATES ADVENTURE RACING ASSOCIATION



PO BOX 514
WELBORN, TEXAS 77881 (979) 703-5018

USARA EVENT SANCTIONING AGREEMENT

EVENT NAME _____ DATE(S) _____

EVENT LOCATION _____

EVENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

EVENT ORGANIZER/PROMOTER _____

PROMOTER'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (W) _____ (H) _____

WEBSITE _____

E-MAIL _____

DISCIPLINES INVOLVED _____

EXPECTED # OF PARTICIPANTS _____

This sanction agreement ("Agreement") is made between the following entities: United States Adventure Racing Association, Inc., ("USARA"), a Texas corporation; _____, the race promoter(s) or directors of the _____ (the "Event"); and all other persons or entities connected with the production of the Event and appearing as signatories to this Agreement. (All such race promoter(s), race director(s), and other signatories are referred to herein individually and collectively as "Race Director")

In consideration of the mutual concerns and promises set forth below, the adequacy of which is hereby acknowledged, USARA and Race Director agree as follows:

This sanction Agreement is given by the undersigned Applicant for the benefit of United States Adventure Racing Association, Inc., ("USARA"), and its respective divisions and associations, employees, agents, members, sponsors, promoters and affiliates (collectively "Releasees").

I acknowledge that adventure racing is an inherently dangerous sport in which I am promoting and that USARA, Inc. and its associations are corporations formed to advance the sport of adventure racing, the efforts of which directly benefit me. In consideration of and, as a condition of my EVENT PERMIT and the issuance of an EVENT PERMIT to me by USARA, Inc., I individually and on behalf of my heirs, executors, administrators, legal representatives, successors and assigns, release and forever discharge, hold harmless, indemnify, including as to attorney fees, and promise not to sue Releasees on, from or against, and waive, any claims, damages, expenses or demands arising directly or indirectly from or attributable in any way to the negligence, action or failure to act of any one involved in connection with the sponsorship, organization or execution of this adventure racing or sporting event. It is understood and agreed that USARA, Inc. makes no warranties, expressed or implied, to the organizing or promoting entity, to entrants, competitors, or spectators, or to any other person. USARA, Inc. and its member associations are not promoting organizations. I understand any permit issued by USARA, Inc. is not assignable to another event. Every term and provision in this agreement is intended to be severable. If any one or more of them is found to be unenforceable or invalid, that shall not affect the other terms and provisions, which shall remain binding and enforceable.

I acknowledge that all participants in the USARA, Inc., permitted event must have a current USARA Racing License.

Race Administration. Race Director agrees, covenants, warrants, and represents that Race Director shall follow and ensure that the

USARA Form A

Event complies with all USARA’s management criteria, safety guidelines, rules, regulations, policies, directives, decisions, and all procedures set forth in the USARA Sanction requirements entitled “USARA Minimum Event Sanctioning Requirements.” Race Director shall collect, as trustee on behalf of USARA, all required license fees, single event license fees, release forms, and shall deliver such items to USARA within the time period set forth in this sanction application.

Safety Guidelines. It is expressly understood and acknowledged by Race Director that the requirements, standards, and guidelines established by USARA are intended to provide for the orderly administration of the Event and are not intended to guarantee the safety of participants. Race Director acknowledges that the safety considerations may or may not require that additional precautions or measures be taken beyond the minimum requirements established by USARA, and Race Director agrees to take measures to promote and conduct the safest event possible.

Legal Claims and Event Records. Race Director hereby covenants and agrees to cooperate in good faith with USARA and its agents in the event of any personal injury claims or other legal actions arising out of the Event and to maintain adequate business records for the Event for a period of at least six (6) years after the Event and to provide USARA access to such records. Business records include, but are not limited to, participant waiver forms, facility use agreements, vendor certificates of insurance, race participant census data, and accounting records.

No Warranties or Agency. It is understood and agreed that USARA makes no warranties, express or implied, to the Race Director, or other race promoters, sponsors, participants, volunteers, spectators, or any other person or entity related in any way to the Event. Under no circumstances shall Race Director act as the agent of USARA. There is no intent to create an agency, partnership, or joint venture relationship between USARA and the Race Director of the Event.

Warranty of Information. Race Director warrants that all the USARA Minimum Event Sanctioning Requirements for sanctioning with the USARA will be complied with and that all information listed under Event Description of the Sanctioning Application is true and correct. Falsifying or misrepresenting information in the Sanctioning Application will result in either voiding or reducing the amount of insurance coverage available to the Race Director or Event as part of USARA’s sanctioning of the Event.

If any statement set forth in the sanction application or any representation made to USARA in connection with the sanction application subsequently becomes untrue prior to the competition of the Event, Race Director shall immediately notify USARA in writing of the change in circumstances.

Indemnification. Each Race Director (as defined above), personally, and on behalf of all affiliated or related entities connected in any way with the promotion or administration of the Event, hereby, jointly and severally, indemnifies and agrees to defend and hold harmless United States Adventure Racing Association, its officers, directors, employees, and agents for and against any and all claims, liabilities, demands, obligations, debts, costs of litigation, attorney’s fees, or other expenses related to or arising out of the organization or conduct of an Event that does not meet the minimum sanctioning requirements outlined in the USARA Minimum Event Sanctioning Requirements and agreed to under “Race Administration of this Agreement.”

Grant of Sanction. Provided that the Race Director and the event comply with all the terms and conditions of this agreement, USARA shall sanction the Event. USARA may terminate the Event’s sanction at any time if a Race Director or the Event fails to comply with any of the terms of this Agreement.

Insurance. USARA may process Race Director’s application for insurance by delivering Race Director’s application materials to USARA’s insurance agent. It is expressly understood that USARA is not acting as an insurer or insurance agent. USARA makes no representations or warranties with respect to the insurance coverage, and Race Director shall read and be bound by the written terms of the insurance policy and certificates of insurance.

Modifications. This agreement represents the entire agreement between both parties with respect to the sanctioning of the Event. No modification or amendment of this Agreement or waiver of any provision of this agreement shall be valid unless it is set forth in writing and signed by the party to be charged.

I agree to return all USARA applications and license fees within 14 days of the completion of my event. If I fail to return the aforementioned items within the 14 day grace period, I agree to pay a late fee of \$250.00 for each additional week (7 days).

Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of Texas.

WHEREFORE, intending to be legally bound by the terms hereof, the undersigned have executed this Agreement on the date set forth to their respective signatures.

INDIVIDUAL RACE DIRECTORS

Printed or typed name

Printed or typed name

Signature

Date

Signature

Date

BUSINESS ENTITIES: (if party other than race director owns event)

By _____
Date

By _____
Date

Position _____

Position _____

UNITED STATES ADVENTURE RACING ASSOCIATION



PO BOX 514
WELBORN, TEXAS 77881 (979) 703-5108

USARA MEMBERSHIP APPLICATION

NAME _____ AGE _____

ADDRESS _____ GENDER _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ E-MAIL _____

ACKNOWLEDGMENT OF RISK, RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

This Agreement is given by the undersigned Applicant for the benefit of United States Adventure Racing Association, Inc., ("USARA"), and its respective divisions and associations, employees, agents, members, sponsors, promoters and affiliates (collectively "Releasees").

I acknowledge that adventure racing is an inherently dangerous sport in which I participate at my own risk and that USARA, Inc., and its associations are corporations formed to advance the sport of adventure racing, the efforts of which directly benefit me. In consideration of and as a condition of my membership in and the issuance of a license to me by USARA, Inc., I individually and on behalf of my heirs, executors, administrators, legal representatives, successors and assigns, release and forever discharge, hold harmless, indemnify, including as to attorney fees, and promise not to sue Releasees on, from or against, and waive, any claims, damages, expenses or demands arising directly or indirectly from or attributable in any way to the negligence, action or failure to act of any Releasees in connection with the sponsorship, organization or execution of any adventure racing or sporting event, including travel to and from such event, in which I may participate as a racer, rider, team member, spectator or in any other manner. Every term and provision in this agreement is intended to be severable. If any one or more of them is found to be unenforceable or invalid, that shall not affect the other terms and provisions, which shall remain binding and enforceable.

I currently have no known physical or mental condition that would impair my capability and am fit to fully participate in adventure racing.

_____ PRINTED NAME OF APPLICANT

X _____ Date: _____

Signature of Applicant (All applicants must sign in ink.)

FOR MINORS:

PARENT OR GUARDIAN MUST COMPLETE THE FOLLOWING

I, as parent or guardian of the Applicant, represent to the Releasees that the facts herein concerning my child or ward are true. I give my permission for my child or ward to enter any adventure race or event permitted by USARA, Inc., or its associations during the period of the license applied for, and further, in consideration of the granting of such license, agree, individually and on behalf of my child or ward, to the terms of the above agreement.

_____ PRINTED NAME OF PARENT OR GUARDIAN

X _____ Dated: _____

Signature of Parent or Guardian

1 year USARA Racing License \$35.00

ELECTRONIC USARA WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

Your company may place the USARA WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT electronically on your website for participants to complete.

In order to have participants complete the Release form electronically you must follow the following steps:

1. Place your event name and date in the blank spaces on the USARA RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT ("USARA Release")
2. Collect the following information from Participants
Name
Address
City, State, Zip
Phone
Email
Date of Birth
Date Form was Completed
3. Participants must select each of the following statements after reading the "USARA Release" (2 separate clicks).
I have read this Agreement carefully.
I understand its terms and conditions.
4. FOR MINORS: All minors must have a parent or legal guardian complete the form. The name of the legal guardian must be collected and the following statement must be agreed to by the parent or legal guardian:
I am the legal guardian of this participant and I agree to the terms & conditions.
5. This information should be saved by events for a minimum of 7 years.
6. Return participant information electronically to the USARA within 14 days of the conclusion of your event.

ELECTRONIC USARA MEMBERSHIPS

Your company may also offer USARA Memberships online.

To have participants complete the USARA membership form electronically you must follow the following steps:

1. Offer the following 3 options:

(A) I have a current USARA membership

_____ Membership Number _____ Expiration Date

(B) 1 Year USARA Membership \$35.00

(C) Single Event USARA License \$8.00

*For all participants who check “I have a current USARA membership” - Option (A). The race staff must physically confirm the participant has a valid USARA membership card before allowing the participant to race.

2. Collect the following information

Name

Address

City, State, Zip

Phone

Email

Date of Birth

Date Form was Completed

3. Return participant information electronically to the USARA with fees within 14 days of the conclusion of your event.

*Remember to note on your website that if a racer signs up for your October event in May, and purchases a USARA license, the USARA will not be able to process that license until we receive the information & payment from the race director.

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT (Specific Event Waiver)

Event Name: _____ Event Date(s): _____

IN CONSIDERATION of the United States Adventure Racing Association (“USARA”) allowing me to participate in the USARA sanctioned event described above (the “Event”) as either a member of USARA or through the issuance of a single event license; I, for myself, and on behalf of my spouse, children, parents, guardians, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors and assigns, hereby agree to and make the following contractual representations pursuant to this Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement (the “Agreement”);

1. I hereby represent that (i) I am in good health and in proper physical condition to participate in the Event; and (ii) I am not under the influence of alcohol or any illicit or prescription drugs which would in any way impair my ability to safely participate in the Event. I agree that it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to participate in the Event.

2. I understand and acknowledge the physical and mental rigors associated with this adventure racing Event, and realize that many elements of this Event are inherently dangerous and represent an extreme test of a person’s physical and mental limits. I understand that participation involves risks and dangers which include, without limitation, the potential for serious bodily injury, permanent disability, paralysis and death; loss or damage to property; exposure to extreme conditions and circumstances; contact or collision with other participants, spectators, vehicles or other natural or manmade objects; dangers arising from adverse weather conditions; imperfect course conditions; water, road and surface hazards; equipment failure; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the Event Organizers; and other undefined, not readily foreseeable and presently unknown risks and dangers (“Risks”). I understand that these Risks may be caused in whole or in part by my own actions or inactions, the actions or inactions of others participating in the Event, or the negligence of the Released Parties defined below, and I hereby expressly assume all such Risks and responsibility for any damages, liabilities, losses or expenses which I incur as a result of my participation in the Event.

3. I agree to be familiar with and abide by the Rules and Regulations established for the Event, including but not limited to rules and regulations related to the Competition, Safety, and the USARA Adventure Racer Code of Ethics. I also accept sole responsibility for my own conduct and actions while participating in the Event, and the condition and adequacy of my equipment.

4. I hereby Release, Waive and Covenant Not to Sue, and further agree to Indemnify, Defend and Hold Harmless the following parties: USARA, the Event Organizers and Promoters, Race Directors, Sponsors, Advertisers, Host Cities, Local Organizing Committees, Venues and Property Owners upon which the Event takes place, Law Enforcement Agencies and other Public Entities providing support for the Event, and each of their respective parent, subsidiary and affiliated companies, officers, directors, partners, shareholders, members, agents, employees and volunteers (Individually and Collectively, the “Released Parties” or “Event Organizers”), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss or expense (including court costs and reasonable attorneys fees) of any kind or nature (“Liability”) which may arise out of, result from, or relate to my participation in the Event, including claims for Liability caused in whole or in part by the negligence of the Released Parties. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities which any may be incurred as the result of such claim.

5. I hereby pre-authorize the Event Organizers and their representatives to arrange for emergency medical treatment and/or transport via ambulance or air on my behalf if medical attention is warranted during my participation in the Event. I understand and agree that I will be responsible for the costs associated with any such emergency medical care and/or transport arranged on my behalf, and hereby release the Event Organizers from any Liability relating to the cost and provision of any rescue operations, first aid treatment, medical care, hospital expenses or the medical decisions made at the Event site or elsewhere on my behalf

I hereby warrant that I have read this Agreement carefully, understand its terms and conditions, acknowledge that I will be giving up substantial legal rights by signing it (including the rights of the minor, my spouse, children, parents, guardians, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors and assigns), and intend for my signature to serve as confirmation of my complete and unconditional acceptance of the terms, conditions and provisions of this Agreement. This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

PRINTED NAME OF PARTICIPANT: _____ DATE OF BIRTH: ____/____/____

ADDRESS: _____ CITY _____

STATE _____ ZIP _____ PHONE _____ E-MAIL _____

PARTICIPANT’S SIGNATURE (only if participant is age 18 or older): _____ DATE: _____

USARA MEMBER NUMBER _____ EXPIRES _____ (Show license to race management to confirm)

Check if you do not have a valid USARA license: _____ 1 year USARA Membership \$35 _____ Single Event License \$8

UNITED STATES ADVENTURE RACING ASSOCIATION



PURPOSE

Regional Qualification Events are extremely important for the continued growth of Adventure Racing at the grassroots level. USARA will continue to support grassroots events at the regional level to serve racers of all abilities. This will be accomplished by awarding the right of Regional Qualification and by providing structure and standards of conduct for such events.

BENEFITS

Regional Qualification status will attract extra teams to the event that want to qualify for the USARA Adventure Race National Championship. Regional Qualification status will also draw teams that are seeking maximum USARA National Ranking Points. These extra teams provide increased revenue which easily pays the \$400 Regional qualification sponsorship for the first place team.

Regional Qualification Races will receive the following benefits:

1. National print advertising in Adventure World Magazine. A full page ad in each issue listing all regional qualifying events, event dates and event website.
2. All regional qualifying events will receive a free full page ad in Adventure World Magazine.
3. All regional qualifying events listed on USARA national championship website: www.usaranationals.com.
4. Regional qualifying races will receive bonus points in the USARA National Ranking System.
5. Regional qualifying events attract additional teams that are attempting to qualify for the USARA Adventure Race National Championships.
6. Prestige of being awarded regional qualification status helps with sponsorship acquisition.
7. USARA regional qualifying events highlighted on USARA event calendar.
8. Regional Champion jackets provided by USARA to be awarded to the 1st place coed team at each regional qualifying event (\$400 value).
9. Regional jacket provided by USARA to race Director.
10. Sampling and additional prizes provided by regional qualifying sponsors at select regional qualifying events.

UNITED STATES ADVENTURE RACING ASSOCIATION



REGIONAL QUALIFICATION REQUIREMENTS

Regional Qualification Events are extremely important for the continued growth of Adventure Racing at the grassroots level. USARA will continue to support grassroots events at the regional level to serve racers of all abilities. This will be accomplished by awarding the right of Regional Qualification and by providing structure and standards of conduct for such events.

A. PURPOSE

USARA Regional Qualifying Events consist of the premier events that will determine the top adventure racers in that state or region. Racers that qualify at these events will be eligible to compete in the USARA Adventure Race National Championships for that year.

B. QUALIFICATIONS

Events applying for Regional Qualification status must have demonstrated the ability to organize high quality, professional events. The applicant must have successfully followed the guidelines listed below.

- Promoted USARA sanctioned events for at least 1 year
- Prior non USARA events that have demonstrated the ability to organize high quality events and are located in a state that has no other qualification events may apply for an exception
- Event must be in good financial standing with USARA
- Organizer of event must agree that all adventure racing events for the year will be USARA sanctioned

C. REGIONAL SPONSORSHIP PROGRAM

The 1st place coed team or highest placing team to attend nationals from each regional qualifying race will receive a \$400.00 sponsorship, provided by the regional qualifying race, to be applied to the teams entry fee for the USARA Adventure Race National Championship.TM **If the 1st place team does not attend, the sponsorship will roll down to the 2nd place team, etc.**

D. AWARDING

Completed applications for Regional Qualification status may be submitted to USARA for consideration between September 1 and December 1 of the previous year. USARA will begin awarding Regional Qualifiers on December 1. Early submission of applications is encouraged. Successful applicants will be notified.

E. BID CRITERIA

Successful Regional Qualification bids will be awarded on the following criteria:

- Geographic location
- Promotional benefits for USARA Adventure Race National Championships
- Applicants experience in successful USARA event promotion
- Organizational skills
- Venue and facilities
- Efficient & timely results reporting
- Marketing strength
- Event dates

Regional Qualification Application

Event Name _____ Date(s) _____

Event Location _____

Number of Years as Regional Qualifier _____

Number of Years as Above Event Promoter _____

Event Organizer/Promoter _____

Promoter's Address _____

City _____ State _____ Zip _____

Telephone (w) _____ (h) _____

Website _____

E-mail _____

Categories & Team Sizes Offered _____

Disciplines Involved _____

Advertised or anticipated winning time _____

Promotional Plans: (identify all planned expenditures for advertising and promotions of this event)

List Previous Experience with Similar Events & Dates: _____

Plans for Promoting USARA National Championships through Event _____

Sponsors Committed to Event _____

Miscellaneous Information _____

ATTACH FLYERS, POSTERS AND ALL OTHER INFORMATION THAT MAY AID IN SELECTION



American Specialty Insurance Services, Inc.
 ATTN: Claims Department
 7609 W Jefferson Blvd, STE150
 Fort Wayne, IN 46804
 Phone: (800) 566-7941 Fax: (260) 969-4729

FIRST REPORT OF ACCIDENT

DATE OF INCIDENT _____ TIME OF INCIDENT _____ AM/PM Name of Organization and Event: _____ Address: _____ Telephone Number: _____	DOES THE INJURED PERSON HAVE OTHER MEDICAL INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide name of company and policy #: _____
INJURED PERSON: <input type="checkbox"/> Athlete <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Other _____	DID THIS TAKE PLACE DURING: <input type="checkbox"/> Pre-Event <input type="checkbox"/> Event <input type="checkbox"/> Post-Event <input type="checkbox"/> Other _____

INJURED PERSON INFORMATION			
Last Name	First	Middle	Telephone Number ()
			<input type="checkbox"/> Single <input type="checkbox"/> Married
Address		Social Security Number	
City	State	Zip	Employer and Address
Age	D.O.B.	<input type="checkbox"/> Male <input type="checkbox"/> Female	

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)			
Last Name	First	Middle	Telephone Number ()
Address		City	State Zip

INCIDENT LOCATION <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms/locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Premises/grounds <input type="checkbox"/> Store area <input type="checkbox"/> Bleachers/stands <input type="checkbox"/> Other _____ CLASSIFICATION <input type="checkbox"/> Non-injury <input type="checkbox"/> Minor injury or illness <input type="checkbox"/> Serious injury or illness	INCIDENT <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Slip, bodily reaction <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Fall (different level) <input type="checkbox"/> Fall (same level) <input type="checkbox"/> Aquatic <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Trip/Fall <input type="checkbox"/> Animal/insect bite/sting <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Overexertion <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Struck by falling/flying object	PRIMARY INJURY <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Nausea <input type="checkbox"/> Amputation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Stroke <input type="checkbox"/> Abrasion <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Death <input type="checkbox"/> Drowning <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Illness <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Sting/bite <input type="checkbox"/> Seizures <input type="checkbox"/> Concussion <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Tooth/Mouth
BODY PART INJURED <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> Torso <input type="checkbox"/> Arm (L/R) <input type="checkbox"/> Nose <input type="checkbox"/> Back <input type="checkbox"/> Tooth <input type="checkbox"/> Neck <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Leg (L/R) <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Internal <input type="checkbox"/> Hip (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Foot (L/R) <input type="checkbox"/> Elbow (L/R) <input type="checkbox"/> Hand (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Finger or Toe	DISPOSITION <input type="checkbox"/> Released to parent <input type="checkbox"/> Police <input type="checkbox"/> Refusal of care <input type="checkbox"/> Ambulance <input type="checkbox"/> Refer to doctor <input type="checkbox"/> Report only <input type="checkbox"/> Refer to hospital or clinic <input type="checkbox"/> Medical attention <input type="checkbox"/> EMS transport <input type="checkbox"/> Patient requested EMS transport <input type="checkbox"/> Released to personal vehicle	SPORT <input type="checkbox"/> Bicycling <input type="checkbox"/> Running/Walking <input type="checkbox"/> Paddling <input type="checkbox"/> Ropes <input type="checkbox"/> Scootering <input type="checkbox"/> Swimming <input type="checkbox"/> Other _____

Describe how the incident occurred: (attach a separate sheet if necessary)

WITNESS INFORMATION		
NAME	ADDRESS	TELEPHONE NUMBER
1.		()
2.		()

Signature of Medical Staff (with no relationship to claimant) _____ DATE _____ Phone # _____

UNITED STATES ADVENTURE RACING ASSOCIATION



www.usara.com

EVENT PLANNING GUIDELINE

The following information has been developed to give event promoters a basic guideline for the organization and direction of an adventure race. This is only a guideline compiled from several promotional organizations and not all events will use all of the supplied information. Please contact the USARA with questions and for guidance when planning your event.

PRE EVENT

- Find an event location and secure requirements, permits & permission from all land owners
- Contact Management of all bodies of water to be used in event and secure requirements, permits & permission
- Design course with consideration for safety, registration, start/finish, transition area, parking, emergency evacuation, etc.
- Develop alternative bad weather plans.
- Secure directions to event for distribution to participants
- Secure local hotel contact information
- Run a time trail/course test to determine potential problems and estimate finishing times
- Develop rules, requirements, and possible penalties for infractions during the event
- Develop a mandatory gear list
- Check tentative event date with USARA to ensure that there are not events already scheduled on the same date in the same area
- Secure event insurance and sanctioning from USARA
- Prepare signage for course and race site
- Secure event volunteers & staff
- Order staff t-shirts or vest to distinguish them from racers or spectators
- Submit event information to the USARA web calendar
- Submit event information to the local Magazine calendars
- Seek sponsorship
- Design and print event posters, brochures, and registration forms
- Order email from USARA database for announcement of your event
- Advertise in Adventure World Magazine
- Distribute event brochures to local shops, gyms, clubs
- Submit event information to local & state publications & television media
- Contact local Chamber of Commerce
- Assign event photographer

EVENT LOGISTICS

Develop committees for event set up & clean up, registration, water safety, ropes safety, medical staff, course marshaling, event timing, volunteer/worker distribution, media management, awards ceremony, etc – one person should not fill any 2 of these roles as they will often need attention at the same time. The race director should not hold any of these roles and should be focus on race management.

- Secure on site event medical staff
- Contact local EMS service and develop emergency medical plan – includes providing EMS with maps and directions to all extrication points on the course
- Provide 1st aid kits, EMS service contact information and maps to local hospitals to manned checkpoint personnel.
- Develop water safety plan including safety boats, rescue personnel and rescue techniques
- Develop a search & rescue plan for missing teams or racers
- Contact local Police & Sheriff Departments and provide them with an event schedule and event maps
- Develop communications plan and acquire mode of communications – (amateur radio operators, citizen band radios, business band radios, cellular telephones, etc.)
Plan should include boat to shore communication, communication with checkpoints, communication for key race personnel
- Secure qualified rope personnel for design, construction and event management of all ropes sections of the course
- Secure required boats, paddles, & life jackets from local outfitters
- Secure additional restroom and sanitation services
- Secure all needed cones, fencing, barricades, ribbons, etc. for course marking
- Secure race numbers, bibs, passports, etc.
- Secure participant t-shirts, giveaways, bags, etc.
- Secure tables, chairs and tents for registration
- Secure method of timing event
- Secure any needed security personnel for event
- Secure all signage for directions to event, event registration & information, course markings
- Secure banners for race and or start/finish line
- Secure required electrical sources – outlets, generators, etc.
- Secure public address system
- Secure any other required utilities such as water
- Secure all awards & prizes
- Have course marshals and check point personnel in place before start of event.

POST RACE DUTIES

- Clean up race site, leave no trace of your event
- Return USARA applications and proper fees to USARA within 14 days
- Post results for USARA National Ranking System on USARA website
- File all copies of incident reporting forms
- Post results on your website
- Send press release/ results / stories / pictures to local media
- Follow up with thank you letters & post race report to forest service, park management, land owners, park personnel, sponsors & volunteers
- Email Race wrap up/story and send pictures to Adventure World Magazine
- Thank you letter to sponsors, volunteers, facility owners
- Post race evaluation with staff
- Volunteer & Staff party

Race Day Areas That May Be Needed

Volunteer, Staff & Official Area

Tables, chairs and shelters
Refreshments & water
Instructional briefing

Press Area

Tables, chairs and shelters
Copy machine, phone lines, Internet access

Pre-Registered Participants Area

Packet & bib pick-up

Race Day Registration Area

Entry forms, pens, pencils
USARA Waivers
Race numbers/bibs
Race packages
Cash box, change

Trouble/ Problem Table

Medical Area

Isolated and covered area
Medical staff acquired
Communications acquired
Ice, blankets, cots, fluids

Water Stations

Water, ice & electrolyte replacement fluids
Cups & pitchers
Tables
Trash barrels

Communication Area

Communication devices acquired

Results Area

Isolated area close to finish
Tables and chairs
Electricity
Computers, printers, copy machines, Internet access, phone lines
Pre printed awards sheets

Refreshments Area

Tables & Chairs
Ice, water and electrolytes
Cups, plates and napkins
Fruit or other snacks
Trash barrels

Awards Area

Tables and chairs
Podium or announcing stand
PA system
Awards display area with awards arranged in order of distribution
Results posting board or area

Entry Form Information

The event entry form should contain the following information:

- Date of race
- Starting time**
- Start and finish locations of event
- Race distance
- Course description
- Disciplines involved
- Race sanctioned with the USARA
- Sponsor recognition
- Categories and team sizes
- Award and Prizes (with depth in each category)
- Amenities (t-shirts, meals, etc)
- Race promoter contact information (Phone, email, website)
- Entry fee (non-refundable, entry deadline, check payable to)
- Race day entry procedures
- Mailing address (on application)
- Race limit
- Clinics or other related activities**

The participant registration section should contain the following:

- Team name
- Name
- Address (street, city, state, zip)
- Telephone
- Email
- Age or date of birth
- Gender
- Race category
- Shirt size

Pre Race Briefing
Download at <http://www.usara.com/resources/prerace.pdf>

Welcome to _____ (your event name)

Introduce Race Directors & key personnel

Point out the highlights of the area they will be racing in and remind racers to thank park hosts.

Thank hosts, sponsors, staff & volunteers.

Remind racers to say thank you to the volunteers out on the course.

Remind racers to represent adventure racing with class. Not everyone in the area knows about or supports adventure racing so be courteous and considerate to the general public and your fellow racers.

Respect your fellow racers property, space and experience.

This event benefits _____ (Charity name)

(Use italicized paragraph if your event is a Regional Qualifier)

This event is a qualifier for the USARA Adventure Race National Championships. The Top 4 teams from coed extreme and mal/female category will qualify for the USARA Adventure Race National Championship. This year the championships will be held in

_____. *The first place coed extreme team will receive \$400.00 towards their entry into the USARA Adventure Race National Championships from (your event name).*

PARAMEDIC: (Introduce and give locations)

TRASH: Leave no trace; announce locations of dumpsters for after the race.

AWARDS CEREMONY: Announce time, location & how deep in each category awards will be given. (Example: Top 5 teams in all categories are awarded)

RESULTS: Announce time and date when results will be posted on website.

WATER: (Announce locations for refill)

CHECK POINTS: Give description of how the Check points will look & display an example. Inform racers how to punch passport and penalties for incorrect punching. Review penalties for missing a check point. Review racer procedure if a check point is missing or not in the correct place and how race management will handle check points that are not in the correct location.

DECLINATION: Announce declination if your event has navigation.

ELECTRONICS: Announce banned or required electronic devices (GPS, cell phones, etc) and penalties for using banned electronic devices or penalties for not having required devices.

CUT OFF TIMES: Announce any cut off times, dark zones and consequences for missing cut offs.

TEAM TRAVELING TOGETHER: Announce rule for team traveling together and penalty for not being together.

PASSPORT & MAPS: Announce penalty for a lost passport and lost maps

TRAIL SAFETY & ETIQUETTE: Announce any known course safety concerns and a general safety warning to inexperienced racers. (Example: There are some areas of this trail that inexperienced riders may not feel comfortable with, we encourage you to get off your bike and walk through any area where you do not feel comfortable riding). Please practice good trail etiquette by giving trail to faster racers. For example, if a faster rider requests to "Pass Right" you should move to the left of the trail at your earliest convenience and allow them to pass.

RULES: Review major rules and penalties and give location of official copy of the rules for racers to review.

QUESTION & ANSWER: Answer any questions racers have regarding the event.

Adventure Race Rules

(The following is a general set of race rules that can be adapted to fit your event)

Download at <http://www.usara.com/resources/rules.pdf>

1. All racers are expected to be examples of good sportsmanship. Racers must treat fellow racers & race staff with courtesy and respect.
PENALTY: Strict penalties will be assessed for unsportsmanlike behavior based on the infraction.
2. Teams must assist fellow teams in need of medical attention.
PENALTY: Strict penalties will be assessed for non-assistance based on the infraction.
3. Teams must always remain within ten meters while on foot and thirty meters while on bike of all teammates and within visual contact at all times (unless otherwise specified).
PENALTY: First offense -- four hours. Second offense -- DQ.
4. All team members must check in together at each checkpoint and TA. If one member must leave the course, they must do so at a manned CP or TA and notify race management. If a team leaves a teammate out on the course that team will be immediately disqualified and not allowed to continue unofficially. Incomplete teams may continue unranked. A single person must join with another team who commits to staying with that new racer. Incomplete or single racers must carry the mandatory team gear.
5. Maps, Passports, Rules and Instructions must be carried the entire race.
PENALTY: For lost map, rules or course instructions -- none. Lost passport -- only credit for CP's which are punched on passport.
6. Race numbers must be worn on the outside of clothing at all times. Race numbers do not have to be worn over PFD's.
7. Teams must manually punch passport in correct space at each CP.
PENALTY: If a team punches in the incorrect space (punches CP 6 in the CP 7 box) that team should punch CP 7 in the CP 6 box. The team should self-report at the finish line and they will receive a 20 minute penalty for each occurrence (CP 6 & CP 7 are one occurrence).
If a team fails to punch the passport, team will not receive credit for that CP or OP.
8. Teams that miss a CP will be ranked after teams that obtain all CPs provided that all CPs are in the correct spot. Teams will not be penalized for missing a CP if the missed CP is over 30 meters from the correct location of the CP. Correct location is where UTM's given to racers plot the CP or where CP is premarked on racers maps.
9. Final rankings will be as follows:
 - A. Teams will be ranked by number of CPs acquired.
 - B. Teams will be ranked by fastest time.
10. Race officials reserve the right to alter time cut-offs or the course itself to accommodate changing conditions and to ensure that teams finish on time. If your team is re-routed or there are other course changes, teams must sign the check-in sheet to acknowledge they understand the course change.
11. Mandatory gear must be carried at all times and will be checked on the course.
PENALTY: Two hours for each piece of missing gear.
12. No GPS of any kind including GPS pace counters are allowed.
PENALTY: DQ
13. Race officials will provide watercraft, PFD's & Paddles. No personal watercraft will be allowed.
PFD's must be worn at all times while paddling.
PENALTY: For not wearing PFD -- DQ.
14. No modifications may be made to the boats during the event. This includes but is not limited to skegs, wooden bottoms, sails, or kites attached to the boats.
PENALTY: For modifications -- DQ.
15. CPSC certified bicycle helmets are required at all times during the bicycle and when specifically directed by race officials.
PENALTY: For not wearing helmet -- DQ.
16. Racers must follow Rules of Travel as outlined in Course Instructions. Where no specific path is designated, teams select their path between CPs. When instructions designate a specific route, teams must follow that path.
PENALTY: For travel on forbidden roads or violating Rules of Travel: First offense -- four hours. Second offense -- DQ. **(UNLESS SPECIFIED OTHERWISE).**

17. Rear bike lights must be on at all times after dark. Glow sticks may be used to replace a malfunctioning rear light. Front lights must be on when entering and departing TAs. Front lights must be mounted on the bike. Helmet lights are permitted but if a racer is using a helmet light, they must also have a front light mounted to the bike. You will not be allowed to leave a staffed CP/TA if your bike lights are not functioning properly.
PENALTY: No rear light -- one hour per infraction.
18. Teams may receive assistance from any registered team in the national championship. Teams may receive assistance from any unplanned source that would be available to any other team in the competition (for example stores, bike shops, faucets on the side of a building). Teams may receive assistance from the general public, defined as unplanned assistance from people who have no connection or affiliation with the race or a competitor in the race (for example assistance in the form of mechanical help, food, water, bike parts, directions would all be acceptable). Teams **MAY NOT** receive assistance from spectators or friends who are viewing the event, event staff or from support persons on the course who have planned to assist teams.
PENALTY: DQ.
19. NO LITTERING! Leave no trace! **PENALTY:** four hours per infraction.
20. Use of cellular phone is for contacting race directors to report a problem or injury or for emergencies only. No other use is allowed.
PENALTY: DQ.
21. Any device (Example: phone, computer, watch , pace counter, GPS, etc) that communicates with a satellite are not allowed for use by a team during the race. These devices may be carried during the event if the team registers them with the race management and race management places the device in a sealed, non-viewable bag during the event. If the device does not have a viewable screen or method of providing data, it should still be registered with race management, however the device would not require bagging. **PENALTY:** DQ.
22. Any time penalties will be added to the team's finishing time, except for the top ten placing teams, which will be served on the course, if possible.
23. All Bonus Prizes are awarded at the post-race ceremony. Only teams that officially finish the race (either full or alternate course) are eligible to win bonus prizes.
24. Race officials reserve the right to remove a team from the course for health, safety or other reasons, at the discretion of race officials and medical personnel.
25. Any team withdrawing from the race must notify a "live" person by checking in with a CP or TA volunteer or by calling the race director. Failing to notify race officials will result in that team being responsible for all search and rescue expenses.
26. All teams must be checked in at the finish line within thirty hours. Race clock is stopped when teams place passport on check in table. Teams will lose one CP for each full minute after thirty hours. Teams may take any route to the finish line as long as their route does not travel on forbidden roads or through forbidden areas.
Example:
Team USA gets to the finish line at 30:00:59 - no loss of CP's
Team ABC gets to the finish line at 30:02:48 - loss of two CP's
* If a team arrives at the finish line before the thirty hour cutoff and receives a time penalty which puts their team over thirty hours, in addition to the time penalty the team will lose one CP. **Example:** Team USA arrives at the finish line with twenty CPs at 29:50:10 and receives a penalty of two hours. Team USA's final ranking would be nineteen CP's with a time of 31:50:10.

Race Director Emergency Contact Phone Number:

Emergency Phone Number: 911 or direct line to EMS or Sheriff's Department

SUCCESSFULLY SECURING LAND USE PERMITS

1. Start early.
2. Find a “Local Champion” – someone of influence with an interest in promoting the region through which the race proposes to run. Look to Chamber of Commerce, Tourism Board, County Judge-Executive, Sports Commission, etc. Make this your point person for recruiting local sponsors and volunteers and also introducing you to the local permitting authorities. The Local Champion should be someone who can provide you with information as to potential obstacles and how to get around them. Consider holding a community meeting where the locals with a vested interest in adventure tourism are present along with the permitting authorities (but be careful not to exacerbate existing tensions between permitting authorities and locals).
3. Demonstrate positive economic impact of the event, which will help get the community behind you and increase your influence with the permitting authorities.
4. Provide permitting authorities with the USARA Eco Standards, developed in collaboration with many environmental and governmental agencies.
5. Educate permitting authorities about low impact nature of adventure racing.
6. Provide permitting authorities with a list of “References” - other permitting authorities with whom you’ve worked and have a good relationship. Sometimes, a ranger in one USFS district will call a ranger from another district to inquire whether there were any issues in a previous race. It’s reassuring for the permitting authority to know you’ve put on races in other locations without incident.
7. Inform permitting authorities of the standards required for USARA sanctioning and the insurance limits provided by the USARA policy, which will add to your organization’s credibility.
8. Advise permitting authorities of the general area contemplated for your course and ask that they identify any known sensitive areas that should be made off-limits.
9. Educate permitting authorities about the tools available to ensure racers stay away from sensitive areas. Two tools are (a) strict penalties for travel within an out-of-bounds area (DQ), and (b) mandatory CPs that guide racers away from sensitive areas without disclosing those areas (often, permitting authorities do not want to disclose a known sensitive area, such as an archaeological site, for instance).
10. Inquire with permitting authorities as to any features or sites of special interest that they think should be highlighted on the course. Ask for their input on the course design. The permitting authorities are much more likely to approve a course if they feel they have had some input from the outset. Never approach the permitting authority for the first time with a “final course.” Let them know you appreciate their special knowledge of the area and consider them a resource. Get early “buy-in” from them and you’re much more likely to get your permit.

Hints for Setting Up Successful Navigation Checkpoints

1. Are all CPs necessary? Are there enough CPs?

Provided enough CPs to corridor racers and to abide by permits, stay off private land etc? Take caution not to provide too many CPs, which eliminates teams' abilities to make navigational decisions and choose different course routes. (Unless your event does not want navigation). If the CP does not seem to have a purpose, get rid of it!

2. Are the CPs in distinguishable locations?

Distinguishable locations are the key to good CP placement. First of all, if there is no terrain feature (or human made feature which should be a second choice to terrain features) on the map to distinguish a CP, then how can teams be expected to find the CP. If the only distinguishable trait is the elevation and teams are not required to have an altimeter, then this is not a good CP. Good examples of distinguishable terrain locations would be hilltops, spurs, rivers, creeks, reentrants, and saddles between hills. Good examples of distinguishable human made locations would be roads, trails, power lines and pipeline right of ways. Remember, human made features change. For example there may be ten times the number of roads in an area than are actually shown on a map. For this reason be careful when choosing human made features for CP locations.

CPs should not be placed in the middle of a non-descript, flat, boggy or forested areas. The goal is not to create a 'needle in a haystack' exercise. The CP should be set up so that if a team navigates to the feature, then the flag, punch or CP staff will be obvious.

3. Mark CPs for night location

Glow sticks can be used but have draw backs. Glow sticks are easily spotted from long distances which decrease teams need to be good navigators. Glow sticks also have limited burn time, which require replacement several times throughout the night. For unstaffed CPs hang some small pieces of PVC pipe wrapped in reflective tape, so the CP is easily spotted by headlamps at night. For CPs that may be navigated at night, make sure race staff can find the CPs at night. If possible, walk to the CPs from various attack points to ensure there are no obstacles or safety considerations for the racers. The primary route that race staff chooses may not be the route the racers follow, so attack the point from various directions.

4. Always physically visit all CPs

Race directors commonly identify possible CPs while looking at a topographic map and then are forced to eliminate some of the CPs once the CPs are visited. Often the CP is not as distinguishable as it appeared on the topographic map or possibly the CP is on private property. NEVER CHOOSE CP'S FOR AN EVENT WITHOUT ACTUALLY VISITING THE CP.

5. **Double checked CP placement with a second navigator**

The biggest complaint in Adventure racing is misplaced CPs. Once the CPs for an event are identified have a second staff member independently check the placement. This should be done prior to the event when a course is being time trialed.

Make sure as race director that you KNOW and better yet, have been to all of your course's CPs. Double check them with a GPS, but be aware that in some areas, maps have only been land surveyed by hand many years ago, and the UTM's of a GPS do NOT always put you in the same spot where you think you are. (Ensure your map datum on the GPS matches the map datum on the map you are using, ie WGS 84 or NAD 27. If you do not know what these terms are, educate yourself before the event so there are no discrepancies. Use the GPS as a way to double-check your work, not as the definitive answer as to the point location. Remember: the racers will not have a GPS but the map only!). The BEST answer is to have someone else vet the course to double-check your work. Be a good enough navigator (if you are in charge of the course layout) that you know when the GPS may be incorrect. If you aren't confident about your skills, hire someone who is! Do a common sense check, if the CP looks like its in a wrong place when plotted, it probably is!

6. **Do your event maps provide all of the information?**

Maps may not be available that contain ALL of the information about an area. Provide as much of the information as necessary to make the navigation fair for all teams. For example there may be mountain bike trails that are not on the race topographic maps your event provides. If the event does not provide supplementary maps of the MTB trails, then local teams with knowledge of the mountain bike trails will have a huge advantage. Give out the best map available or provide ALL the maps available to any given area. Attempting to forbid other maps does not always work. If there is a good supplemental map of the area either provide it or make teams aware that they can obtain it in advance of the event. Otherwise, only the local teams will have access and/or knowledge of some special map.

7. **Place unmanned CPs as late as possible**

Make a point to put any unstaffed CPs (orienteering flags, punches) out as late as possible so there is little chance a racer will find it pre-race and little chance a NON-racer will take it as a "I found this in the woods souvenir." Usually 1 or 2 days prior to the event is sufficient.

8. **Do not wait too late to place CPs**

It is important to have all unmanned CPs in place before the start of the event. Event staff should not be up all night before the event scrambling to place the CPs. It is also very dangerous to place CPs after the event has begun as various factors such as a flat tire or other event emergency can prevent CP placement before the first team arrives. CPs should be placed in the daylight to help insure proper placement.

9. **Devise a secure hanging system**
Unmanned CPs should have a locking system. Use a thin cable that locks and runs through the flag and the punch to deter impulse stealing. It is also a good idea to put a laminated note on cable that lists the CP# and has a statement such as "there is a race going on (date) please do not disturb, any questions call....."
10. **Ensure staff for manned CPs are in the correct place**
Have one staff member that is in charge of the navigation place all the flags and take all the staff to the manned CPs. Ensure that the staff member has been to the CP previously so they do not take the staff to a wrong location.
11. **Double check your CP placement**
Have a second staff member check the placement of the event CPs.
12. **Ensure at least 2 staff members know CP locations**
Often the race director will be sidetracked by an event situation that arises this may prevent the race director from placing staff at a manned CP or delivering an unmanned CP that must be placed after the race begins. It is necessary to always have a second staff member that is familiar with the CP locations. Also have written detailed directions with photocopies of maps that have the easiest access route highlighted.
13. **Prepare written directions to CPs for emergency personnel**
Prepare written detailed directions with photocopies of maps that have the easiest access route highlighted. Keep several copies at race HQ that may be given to emergency personnel.
14. **Obtain the UTM's for CP plotting from the topographic map and not from a GPS**
If a CP is on a hilltop, use the topographic map to determine what UTM's will plot the CP on the desired hilltop. If you travel to the hilltop and take a GPS reading, there is a chance the UTM's from the GPS reading will plot on the side of the hill or several hundred meters off your intended CP target. Only use the GPS as a backup for verifying that you are in the correct general area.
15. **Have CPs placed by a staff member that has previously been to the CP**
A common mistake is to show a staff member or park ranger the CP on a map and then send them to place the CP. Although they assure you they are positive where the CP is located, they will often place the CP in the wrong location.
16. **Do not be afraid to change a CP due to a change in conditions**
A CP that was originally at a trail junction but because of recent heavy rains racers must now cross a dangerous rising creek to access the CP should be changed. Move the CP to a new location which does not require racers to cross the dangerous creek. Be sure to have a second staff member confirm the new UTM's for the adjusted CP. Do not forget to change the UTM's on the handout given to racers to reflect the new CP placement.

17. **Inform racers of what actions they should take if a CP is not in the correct place**

During pre race instruct teams that if a CP is not in the correct place to make a quick sweep of the general area and then move on and not waste time hunting for the missing CP. The race director might even give a set distance such as, if the CP is not within a 30 meter circle of where it should be located teams will not be punished for not punching the CP. Inform the teams that they will not be punished for not finding an incorrectly placed CP. Inform the teams that they will not be rewarded for finding a misplaced CP.

18. **Inform racers of equipment they will need for the navigation section**

Inform racers to bring UTM rulers and provide the scale of the maps that will be used. Remind racers to bring a straight edge if the topographic maps do not have gridlines. Racers should also be provided with the declination.

19. **UTMs are usually given in the following format**

Provide Easting UTM first and Northing UTM second.

CP # 10: 681360 E 3326850 N

20. **What do you do when CPs are placed in the wrong spot?**

The suggested USARA protocol for an incorrectly placed CP is as follows.

During pre race instruct teams that if a CP is not in the correct place to make a quick sweep of the general area and then move on and not waste time hunting for the CP. The race director might even give a set distance such as, if the CP is not within a 30 meter circle of where it should be located. Inform the teams that they will not be punished for not finding an incorrectly placed CP. Once a race director is informed that a CP is out of place, if possible fix the misplaced CP. Do not punish teams for not finding the misplaced CP and do not reward teams for finding a misplaced CP.

Example Problem: CP 5 of the Murphy's Law Adventure Race was placed on the wrong hilltop. Many teams looked on the hilltop where the CP should have been, could not find the CP and moved on. Team Lucky Racers happened to hike over the hilltop where CP 5 had been placed by the race director (the wrong hilltop) and found CP # 5. When the race was over Team Lucky Racers were the only team to get all of the CPs, but they finished in fifth place. Team Lucky Racers felt like they should be the winners because the teams in 1st – 4th place did not get all of the CPs (teams 1-4 were all were missing CP 5).

Answer: The purpose of navigation in a race is for teams to demonstrate their navigation skills by navigating to the spot the race directors tells the teams the CP will be located, not to create an Easter egg hunt. It is not fair to punish a team that does what the race director instructed them to do just because the CP is not in the correct spot. Teams that find a misplaced CP such as Team Lucky Racers will argue that they spent a lot of extra time looking so they should be rewarded, but this is incorrect. If the race director informed teams to move on if the CP was not in the correct place, the teams which found the misplaced CP did not follow directions. In any case they may have lucked upon the CP, navigated incorrectly and went to the wrong hilltop or they may have searched the CP out, but none of these are the purpose of navigation in an adventure race.

21. Hiring navigation specialist

If you do not have 2 strong navigators on your staff, it is recommended that you hire independent navigators to place the CPs on your course. The following are recommended places to find help for the navigation section of your event: local orienteering clubs, adventure racing clubs and search and rescue teams.

General Tips to make Navigation fair for all teams (minimize local team advantage)

- Give out the maps/course directions as close to the start as possible. Just before the start of the race or for longer events a couple of hours before race start. This prevents teams from scouting the race course the night before.
- EMBARGO the race area and clearly state that anyone in the area from xx Date will be disqualified from racing. This relies on the integrity of the racers.
- OPTION: Provide a short description with each set of CP UTM's. Example (hilltop, creek intersection, etc). Providing descriptions ensures that racers plot the CPs on the intended target.

Other Possible Problems & Solutions

Teams are given instructions during the prerace briefing that a section of the race (CP 20 – CP 26) are rogain style and can be completed in any order. The racers printed instructions have a type error and state that CP 20 – CP 25 must be completed in order. Some teams follow the verbal instructions and obtain CP 20 – CP 26 in any order, other teams follow the written instructions and obtain CP 20 – CP 25 in order and then obtain CP 26.

Solution 1: If you have the start & finish time for the rogain section (CP 20 – CP 26) you can subtract the times for the rogain section from teams final times (throw the rogain section out).

Solution 2: You can split the event into 2 separate races. For race one, rank all teams together that followed the verbal instructions and obtain CP 20 – CP 26 in any order. For race 2 rank all teams together that followed the written instructions and obtain CP 20 – CP 25 in order and then obtain CP 26. You can then give awards for each race.