



MANASOTATRACKCLUB.ORG

## APPLICATION FOR MTC RACE SANCTIONING

To apply for the Race Management services of the MTC, please complete the following information and submit to the MTC Vice President no later than 180 days prior to the event.

Name of Organization (*must be 501c3*): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Race Distance: \_\_\_\_\_ Start Time: \_\_\_\_\_

Anticipated Race Course: \_\_\_\_\_

Major Sponsors: \_\_\_\_\_

Who Benefits from the Proceeds: \_\_\_\_\_

MTC Team Leader/Consultant: \_\_\_\_\_ Tel #: \_\_\_\_\_

Email: \_\_\_\_\_

Race Director: \_\_\_\_\_ Tel #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Non-refundable race date reservation fee of \$350 is enclosed.**

*Make check payable to Manasota Track Club*

***Please note the MTC Board will vote on the sanctioning of your event.***

\_\_\_\_\_  
SIGNATURE OF RACE DIRECTOR:

\_\_\_\_\_  
SIGNATURE OF MTC CONSULTANT:

*By signing and submitting this form you have read and will abide by the MTC guidelines for your event.*

**MAIL or Email FORM TO:**

MTC Vice-President /  
mtcvicepresident@gmail.com  
P.O. Box 5696, Sarasota, FL 34277

MTC APPROVED  MTC DECLINED



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## MTC GUIDELINES FOR SANCTIONED EVENTS

1. Race Director to submit Race Date Reservation Form to the MTC Vice-President, no less than 180 days prior to the event.
2. Sponsoring organization to pay a non-refundable Race Management Fee of \$350 to the MTC, 180 days in advance of the event.
3. Sponsoring organization and/or Race Director to assume total financial responsibility for all race expenses, and submit to the MTC Vice President a financial summary after the event.
4. Sponsoring organization to pay all expenses. All entry fees from the runners must go to the charitable cause. *(Mandatory)*
5. Sponsor organization to provide liability insurance provisions covering unusual circumstances as needed. Race Director must review insurance requirements with MTC Vice President and MTC Race Consultant.
6. Sponsoring organization to provide a Race Director and all recommended volunteers.
7. MTC will provide a Race Consultant to work with the Race Director to ensure adherence to MTC Guidelines.
8. MTC will provide a Race Day Team leader who will organize the MTC volunteers and MTC equipment that will be required to successfully put on the event.
9. Entry fees should be consistent with other local events. MTC members to receive a \$5 discount on all entry fees.
10. Race Director must adhere to the Mandatory Awards and Age Group categories as directed by the MTC Race Consultant.

For a complete list of the requirements for an MTC sanctioned event, see pages 10-19 of the MTC Guidelines Booklet. Guideline booklets can be obtained from the MTC President.