

# 2018 5K Timing Proposal

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Tri Performance, LLC  
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**Tri Performance, LLC** charges a set fee for chip timed events for the first 500 participants. Options are listed below for your specific race set up. Our company is a green company so our chips are not disposable: they must be returned at the end of the event. The Race Director is responsible for making sure all the chips are returned at the finish line. There is a \$20 fee for each chip not returned. One volunteer for every 100 participants will need to be provided at the finish line to help athletes return the chips. Tri Performance staff will be available for questions before, during and after the event. **A \$100 non refundable deposit must be received along with a signed copy of this agreement to reserve the event date: we will provide confirmation upon receipt of deposit. Checks should be made payable to TRI PERFORMANCE, LLC. Payment of the invoice balance is NET 10 from the event date.** It is as easy as picking your option, any additional equipment or staff needed and sending in the deposit. We will be in available for you from the event date confirmation to the big day itself to make sure it is a great experience for everyone.

- OPTION 1 – \$1000 gun start or mat start and mat finish
  - 500 participants included
  - \_\_\_\_\_# Additional chips (\$1.50 per participant)
- OPTION 2 – \$1400 mat start and mat finish in different locations not more than ¼ mile away in distance.
  - 500 participants included
  - \_\_\_\_\_# Additional chips (\$1.50 per participant)
- OPTION 3 – \$2000 mat start and mat finish in different locations more than ¼ mile away in distance.
  - 500 participants included
  - \_\_\_\_\_# Additional chips (\$1.50 per participant)

**Additional Equipment Available for Rent:**

- \_\_\_\_\_ - \$100 DJ Equipment (two speakers on stands, mixer and two microphones - 1600 watt system)
- \_\_\_\_\_ # \$150 per additional Tri Performance staff required to run the event if not enough volunteers are provided to give out chips prior to race and collect chips at the finish line area OR if the event needs more support due to event size

**Tri Performance, LLC Finish Line, Timing & Data Entry Terms and Agreement**

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## Tri Performance, LLC will provide the following upon request:

- Registration link on [www.Tri-Performance.com](http://www.Tri-Performance.com)
- Registration set up on [www.Active.com](http://www.Active.com) (\$100 charge) *if requested*
- Assistance with event registration form design (\$100 per hour fee)
- Assistance with picking a company for purchasing bib numbers
- Race day data entry of same day registrants (requires 1 Tri Performance Staff Person for races under 500)
- One professional race staff personnel for race-day supervision/ management
- Timing equipment necessary to produce results
- Large display finish line clock and stand
- Directional signs and mile marker signs (enough for a 5k race course) **if requested**
- Finish Line area with an aired-up finish line display pending weather conditions
- Printed award results for post race awards ceremony (predetermined categories)
- Race results broken down into age groups and overall males / females for online posting
- Printed and posted results on race-day following the race
- Results to local media, *if requested along with contact info*
- Complete results sent to your webmaster, *if requested*

## Frequently Asked Questions:

Does TRI PERFORMANCE require any special language be added to the race application?

A) Yes. We require the following language be listed on the race application:

***"This event is being timed and scored by TRI PERFORMANCE, LLC. On race day, participants will be required to pick up a timing chip at least 1/2 hour prior to the start. The timing chip is attached using an ankle strap. Failure to wear a timing chip during the event will prevent the participant from being timed. At the finish line, all timing chips and ankle straps must be returned to TRI PERFORMANCE, LLC or the participant will be charged \$20.00."*** (This is to help the event reclaim the funds for any missing chips, note that the event is ultimately responsible for all race chips and will be charged \$20.00 for any unreturned chips.

Timing chips are given out race morning to prevent any pre-race chip loss.)

B) Tri Performance, LLC also requires that we be listed on the "Waiver and Release" section of the race application which must be signed by all participants. Although we do carry our own insurance; we still need to be listed as additionally insured with the company insuring the event.

When do TRI PERFORMANCE representatives show up on race day?

A) Two hours prior to the start of your event. This gives us plenty of time to set up the timing and scoring equipment, finish line area, time clock and train your volunteers on chip distribution and collection procedures. For Triathlons and Duathlons, if the course permits, we will set up the day prior to the event.

How are the timing chips distributed to participants?

A) If requested: Before race day, we provide alphabetized lists of all pre-registered participants to the Race Director. These alphabetized lists contains the full name, assigned chip / bib number (same number within our system), event type, gender, age and t-shirt size for each pre-registered participants. Race Day we deliver boxes filled with numerically ordered envelopes that contain a timing chip with ankle strap on race day.

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B) When pre-registered participants check in on race day, the volunteers look up their name and assigned chip/bib number on the alphabetized list and then pull the corresponding chip envelope from a box.

C) We will also deliver unassigned chip envelopes for race day registrants. Volunteers, who process race day registrants, will have the registrants fill out the registration form, collect the entry fee and **write down the chip / bib number they assign on the completed race registration form including first and last name age and sex**. These completed race day registration forms are then given to our data entry personnel prior to race start.

D) Please note: the Race Director is required to provide 1 volunteer for every 100 participants at the event in order to hand out chip/ bib envelopes.

Is the starting line format any different than for a non-chip timed race?

A) No. It is exactly the same for a traditional gun start timed event. However; if you choose, a mat start can be provided for larger running races. Also, Triathlons and Duathlons can start off with a gun start or wave start format.

How are timing chips collected at the finish line?

A) After the participant crosses the antenna mats at the finish line, a volunteer will direct them to remove their timing chip and throw it in the collection bucket. The ankle strap system allows for the timing chip to be removed in seconds so that the participant can move quickly out of the finish line area to the post-race party. The Race Director will be required to provide a minimum of 1 volunteer for every 100 participants to collect the timing chips at the finish line.

What happens if a participant uses another timing chip?

A) It is VERY IMPORTANT that participants wear only the chip that was assigned to them. Each chip is uniquely assigned to a specific participant and they are NOT TRANSFERRABLE. If a participant wears another distributed chip, whomever that chip is assigned to will receive the wearer's time. If another timing company's chip is worn – no results will post because our system will not record any other company's chip.

Where will the results be posted?

A) All race results will be emailed to the Race Director for posting on the event's website as well as [www.Tri-Performance.com](http://www.Tri-Performance.com). Results will also be posted on [www.Active.com](http://www.Active.com) if the event's registration was through that site.

Info needed to score the event?

A) First Name, Last Name, Sex, Age, and Race Participating In – mandatory to score the event.

B) If usat, usac or usatf then we also need (ID number, DOB, address, email, city, and state to complete the file).

\_\_\_\_\_  
Signature of Agreement Acceptance

\_\_\_\_\_  
Name & Date of Event

\_\_\_\_\_  
Printed Name of Authorized Signature

\_\_\_\_\_  
Contact Phone # & Email Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
\$100 Deposit Check # & Date Mailed