

**Administrative
Policy and
Procedure**

Board of Selectmen
Boston Marathon Invitational Entries
Policy
Approved October 16, 2018

PURPOSE:

To clarify the distribution of Invitational Entries allocated to the Town of Wellesley by the Boston Athletic Association (BAA) in support of the Boston Marathon.

POLICY:

The Board of Selectmen's policy outlines the assignment of Invitational Entries to Wellesley Public Safety officers and to charities that directly benefit Wellesley residents or offer programs that benefit the Town and allows all qualified charities a fair chance for the award of one or more runner's entries.

PROCEDURES:

Allocation of Invitational Entries

- a. Reflecting the significant contribution that Public Safety officers make to the success and safety of those who run the Boston Marathon, two Invitational Entries will be reserved in October for Wellesley Police officers and two Invitational Entries for Wellesley Firefighters who commit to train and run. The Police and Fire Chiefs shall advise the Executive Director by October 31st of the names of any designated runners from each department. If there are fewer than two entries from either department the reserved entries will be returned to the pool for distribution pursuant to the procedures in section d.
- b. All recipients of Invitational Entries must agree to pay the applicable entry fee to the BAA. Recipients of Invitational Entries (other than Wellesley Public Safety officers) must agree to fundraise a minimum amount (set by the Board of Selectmen by October 15th) for the sponsoring charity. A sponsoring charity may, in its discretion, set a higher fundraising minimum.
- c. All recipients of invitational entries must agree to comply with all terms and conditions set by the BAA.
- d. Following any award of invitational entries to Wellesley Public Safety officers under section a, above, the Board of Selectmen will utilize the following criteria to determine how the remaining Invitational Entries will be awarded:
 - i. Two entries will be reserved for Town of Wellesley residents and/or employees. In the event either category (residents or employees) has more than one application, selection of the entry from that category shall be made by random drawing. If there are no applications from

Administrative
Policy and
Procedure

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Boston Marathon Invitational Entries
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one category but more than two in the other, two (2) selections shall be made from the latter category by random drawing. If there are fewer than two (2) total entries from both categories, the remaining entry(ies) shall be returned to the pool for distribution pursuant to the procedures outlined in section ii, below. Persons receiving these reserved entries must agree to raise funds for the Town's War Memorial Scholarship.

- ii. The remaining entries will be made available to charitable organizations which contribute significantly to the Town of Wellesley or to some population of Wellesley residents, as determined by the Board. The Selectmen will determine the award of entries to charities in their sole discretion and may issue no entries or more than one entry to charities. Charitable organizations should recognize that there are likely to be more requests for entries than the Town is allocated, and thus the Board may only issue one entry per charity each year.
- iii. Invitational entries awarded under sections i and/or ii above are made for the express purpose of use by the named recipient. The entries are not transferable to another organization. If the named recipient determines that there are no runners for their organization, any unused entry(ies) must be returned to the Board of Selectmen for further distribution under sections i and ii, above.

e. Schedule

- i. The Boston Marathon is held each year on Patriots Day.
- ii. By October 31st of the preceding year Invitational Entries awarded to Wellesley Public Safety officers shall be determined pursuant to b. above.
- iii. By November 10th of the preceding year, the Selectmen will begin accepting applications from charities, residents, and employees for an Invitational Entry. For charities, the application must include the desired number of Invitational Entries the charity is seeking. The application can be found at www.wellesleyma.gov/marathon.
- iv. Completed applications must be submitted to the Selectmen's Office by December 1st of the preceding year.

**Administrative
Policy and
Procedure**

Board of Selectmen
Boston Marathon Invitational Entries
Policy
Approved _____, 2018

- v. Invitational Entries will be awarded by vote of the Board of Selectmen to qualified charities by the first Monday in January.
- vi. Awarded runners must submit their fundraising minimum to the sponsoring charity by May 15th.
- vii. Charities must report each runner's total fundraising no later than June 15th.

DEFINITION:

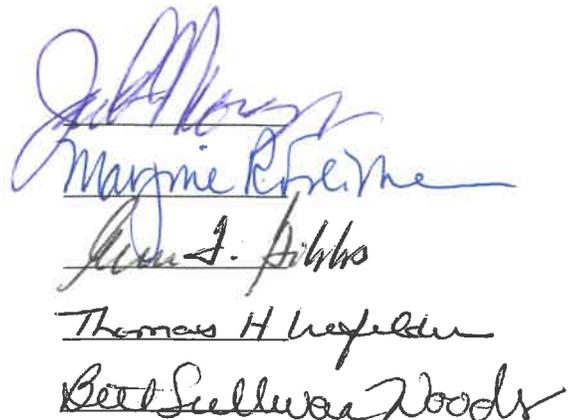
Invitational Entry: Invitations to run the Boston Marathon that the (BAA) distributes to the Town along the race course and to non-profit organizations of their choosing. Organizations use these entries to recruit athletes who pledge to raise funds for their cause or the Town, in exchange for a waiver of the Boston Marathon qualifying time requirements.

REGULATORY / STATUTORY REFERENCES

Allocation of Invitational Entries are subject to the requirements of the Boston Athletic Association.

APPROVED BY:

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|----------------------------------|---------------------|
| <i>Board of Selectmen, Chair</i> | Jack Morgan |
| <i>Board of Selectmen</i> | Marjorie R. Freiman |
| <i>Board of Selectmen</i> | Ellen F. Gibbs |
| <i>Board of Selectmen</i> | Thomas H. Ulfelder |
| <i>Board of Selectmen</i> | Beth Sullivan Woods |



Original date:

Revised dates: