

**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 charitable organizations 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 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 15<sup>th</sup> 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 by December 31<sup>st</sup> or forfeit the invitational entry. Recipients of invitational entries (other than Wellesley Public Safety officers) must agree to fundraise a minimum amount set by the Board of Selectmen 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. Persons receiving these reserved entries must agree to raise funds for the Town's War Memorial Scholarship Fund. In the

Approved September 9, 2019

event either category (residents or employees) has more than one application, selection of the entry from that category shall be made by the Board of Selectmen. If there are no applications from one category but more than two in the other, two (2) selections shall be made from the latter category by the Board of Selectmen. If there are fewer than two (2) total entries from both categories, the remaining entry shall be returned to the pool for distribution pursuant to the procedures outlined in section ii, below.

- 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 or named charitable organization. *The entries are not transferable. Charitable organizations are responsible for securing their runner and at least ONE alternate.* If a charitable organization is unable to secure a runner, any unused entry must be returned to the Board of Selectmen by December 31<sup>st</sup> 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 15<sup>th</sup> of the preceding year invitational entries awarded to Wellesley Public Safety officers shall be determined pursuant to a. above.
- iii. Beginning in mid-September of the preceding year, the Selectmen will accept 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 and signed confirmation that the charity agrees to recruit at least one runner and alternate(s). The application can be found at <https://wellesleyma.gov/1207/Boston-Marathon>

**Administrative  
Policy and  
Procedure**

**Board of Selectmen  
Boston Marathon Invitational Entries  
Policy**

Approved September 9, 2019

- iv. Completed applications must be received in the Selectmen's Office by a previously determined date in October.
- v. Invitational entries will be awarded by vote of the Board of Selectmen to War Memorial Scholarship Fund runners and qualified charities in early November.
- vi. Awarded runners must complete and return the Town of Wellesley Boston Marathon waiver by mid-December.
- vii. Awarded runners must pay the applicable BAA entry fee by December 31<sup>st</sup> or forfeit the entry to be returned to the Town for re-distribution.
- viii. Awarded runners must submit their fundraising money to the sponsoring charity by May 15<sup>th</sup> of the Boston Marathon year.
- ix. Charities must report each runner's total fundraising to the Board of Selectmen no later than May 31<sup>st</sup> of the Boston Marathon year.

**DEFINITION:**

**Invitational Entries:** Invitations to run the Boston Marathon that the BAA distributes to the towns along the race course and to charitable 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:**

*Board of Selectmen, Chair*      Marjorie R. Freiman  
*Board of Selectmen*              Thomas H. Ulfelder  
*Board of Selectmen*              Jack Morgan



**Administrative  
Policy and  
Procedure**

**Board of Selectmen  
Boston Marathon Invitational Entries  
Policy**

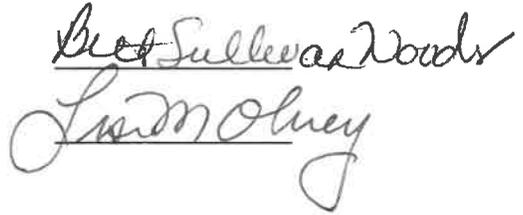
**Approved September 9, 2019**

*Board of Selectmen*

Beth Sullivan Woods

*Board of Selectmen*

Lise M. Olney



Handwritten signatures of Beth Sullivan Woods and Lise M. Olney. The signature of Beth Sullivan Woods is written above the signature of Lise M. Olney.

Original date: 10/16/18

Revised dates: 9/9/19.....