



Road Running Sanction Application and Event Information

BC Athletics
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1. Completed Sanction Application Form and fees to be submitted **3 months prior to event date**. A \$26.25 surcharge in addition to the sanction fee will be applied **if the sanctioning form and fees are received less than 30 days from the event**.
2. Sanction Applications will not be processed until both the form and fees are received. BCA affiliated club members - \$26.25. Non BCA clubs/organizations - \$52.50.
3. Fees include GST (#127293264) - payable to BC Athletics
4. Complete and return with payment to BC Athletics
5. The Alternative Liability Insurance Waiver fee is \$52.50
6. Post Event Submission Forms are required for all events and are due 30 days after the completion of the event.
7. **Include entry form and brochures**

RACE INFORMATION

Event Name: _____

Proposed date: _____ Proposed starting time: _____

Event Email: _____ Event website: _____

BC Athletics championship? Yes No

Please indicate the Series this event is part of: _____

ADMINISTRATION

Club/Non-profit society/recognized approved organization requesting sanction: _____

Current BC Athletics affiliated club: Yes No

Registered Non-Profit Society Registered Charity Corporation Partnership Sole Proprietorship Other: _____

RACE DIRECTOR: _____

Address: _____

P.O. Box & Street Address *City* *Prov.* *Postal Code*

Res. Ph: _____ Bus. Ph: _____ Fax: _____

e-mail: _____

ENTRY CHAIRPERSON: _____

Address: _____

P.O. Box & Street Address *City* *Prov.* *Postal Code*

Res. Ph: _____ Bus. Ph: _____ Fax: _____

e-mail: _____

OFFICIALS CHAIRPERSON: _____

Address: _____

P.O. Box & Street Address *City* *Prov.* *Postal Code*

Res. Ph: _____ Bus. Ph: _____ Fax: _____

e-mail: _____

RACE CATEGORIES AND DISTANCES

Masters (40 and over)	<input type="checkbox"/> Men <input type="checkbox"/> Women	Distance: _____
Senior (20 and over)	<input type="checkbox"/> Men <input type="checkbox"/> Women	Distance: _____
Junior (19 and under)	<input type="checkbox"/> Men <input type="checkbox"/> Women	Distance: _____
Youth (17 and under)	<input type="checkbox"/> Men <input type="checkbox"/> Women	Distance: _____
Other:	<input type="checkbox"/> Men <input type="checkbox"/> Women	Distance: _____

COURSE INFORMATION

laps: _____ out and back: _____ point to point: _____ course surface: _____
Is the course measured Yes No Certified ? Yes No Run Canada Course Measurement #: _____
Location of course including start and finish: _____

RESULTS

Provide a complete set of results to BC Athletics immediately following your event. Results should be forwarded electronically to: roadrunning@bcathletics.org

SCHEDULE & AWARDS

Entry fees: _____
Sponsors - if any: _____
Awards detail: (how deep in each category, please specify): _____
Provide the BC Athletics office with copies of entry forms, technical information and registration packages.

OFFICIALS and OFFICIATING

BC Athletics sanctioned events should have certified Officials officiating at the event to insure the recognition of results for: records; selection; placing; and awards. The BC Athletics Officials Committee provides, in partnership with the event organizing committee or host club, training for officiating in all aspects of Athletics. For more information please see: <http://www.bcathletics.org/main/officials.htm>

To assist the organizers of sanctioned events in providing officials and/or to arrange training please contact the Officials Regional Contacts for the 8 Zones in B.C. See "Contacts" at: www.bcathletics.org/main/officials.htm

Have or will you be contacting the Officials Regional Contact in your area to arrange for officials? Yes No

Please list the Key or Chief Officials and their Event/Area of Responsibility for your event.

Officials Name	Event/Area of Responsibility

RISK MANAGEMENT

1. EVENT FIRST AID/MEDICAL COVERAGE:

First Aid/Medical Coordinator on the organizing committee: _____

Who will be providing first aid/medical support at the event: _____

Qualifications: _____ Training: _____ Certification level: _____

Name of the nearest medical facility: _____

Distance to medical facility: _____ Transportation provided by: _____

Additional medical information: _____

2. RISK ASSESSMENT and REDUCTION:

Note: Sanctioned events require that Event Directors conduct a Risk Assessment to minimize Risk as part of the overall management of their event by:

Conducting a risk assessment of the event and implement a first aid/medical plan in accordance with BC Athletics recommendations (see attached). Please indicate if this has been/will be undertaken Yes No

Insuring all public and private property owners on whose property the event is to take place and any other required permitting authorities have given their approval for this event to be held.

Please indicate if this has been/will be undertaken Yes No

Taking steps to minimize participant (able-bodied and athletes with a disability) interaction with other road or trail users (i.e. vehicular traffic, pedestrian traffic, other participants), immovable objects (i.e. curbs, posts, benches, trees and branches, etc.) and temporary structures (i.e. tents, race equipment, etc.). Please indicate if this has been undertaken Yes No

Having a course closure procedure to know that all participants have completed the event.
Please indicate if this has been undertaken Yes No

3. LIABILITY INSURANCE COVERAGE FOR BC ATHLETICS SANCTIONED EVENTS:

BC Athletics sanctioned events are required to have liability insurance. Event organizers can choose to: a) Provide their own Alternative Liability Insurance coverage as approved by BC Athletics; or b) Take the coverage provided through BC Athletics. Please indicate below what insurance coverage the event will have.

Alternative Liability Insurance: See BC Athletics requirements as outlined in the: a) Alternative Liability Insurance Checklist; and b) Waiver and Indemnification forms. The Alternative Liability Insurance Waiver fee is \$52.50

BC Athletics Insurance: Coverage limit \$5 million: Please list the legal name of each party requesting to be named as an additional insured and provided with a certificate of insurance – attach additional sheets as needed. Include your club/organization if a copy is required. Examples of those requesting to be named are: facility owners of: stadiums, streets, parks, highways, private/public land, etc. where the event and associated activities will take place.

Name	Contact Person	Email address

POST EVENT SUBMISSION FORMS
All BC Athletics sanctioned events are required to submit a Post Event Submission Form within 30 days of the completion of their event. An online version of the form is available on the BC Athletics website under the “Event Directors” link at <http://www.bcatletics.org/main/resources.htm#resources> The form can be filled out on-line and printed to submit with payment.

RACE DIRECTOR

I, _____ on behalf of the Organizing Committee and _____
Race Director (please print) *BC Athletics Club or Event Organization*
 declare that all the requirements for a sanctioned event including Risk Assessment and Reduction have been met and that all rules (IAAF, Athletics Canada, BC Athletics will be adhered to.

Signature: _____ Date: _____

PAYMENT INFORMATION (Fees include GST) *Email receipt to:* _____
Receipt will not be issued unless an email address is given

\$26.25 – Sanction Fee BCA Club/Org. **\$52.50** – Sanction Fee Non-BCA Club/Org
 \$26.25 – Surcharge (less than 30 days notice) in addition to Sanction Fee **\$52.50** – Alternate Liability Insurance Fee

VISA/MC/Amex Cheque Cash Card Nbr: _____ Expiry Date: _____
 Cardholder: _____ Signature: _____

BC ATHLETICS USE

The above event on _____ Has or Has Not been approved.
 Signature: _____ Date: _____

BC Athletics Recommended Event First Aid/Medical Planning Guidelines

It is the responsibility of an event organizer to ensure a safely run event. Safety includes a safe environment for participants, spectators, officials and volunteers, and in the event of an incident requiring first aid/medical attention that there is a plan to respond in a timely manner with qualified first aid/medical personnel.

All event organizers must undertake a risk assessment of their event; they must apply risk management to minimize identifiable risk; and they must have qualified first aid/medical personnel present to respond if the need arises.

The necessary scale of first aid/medical support will be determined during the risk assessment and should include consideration of the following:

- The number of people expected to attend (including participants, officials, spectators, volunteers, etc.).
- The number of people competing concurrently.
- The age of participants.
- The experience and fitness level of participants.
- The duration of the event.
- Anticipated weather conditions.
- Risks inherent in the activity.
- The size of the field of play/competition area.
- Accessibility to the field of play//competition area.
- Communications capabilities.

Communications are a key component of the first aid/medical plan. Event volunteers must be instructed in how and when to call for assistance; and first aid/medical personnel must be able to respond in a timely manner. For large or geographically dispersed events this may require employing mobile first aid/medical units or dedicated first aid/medical facilities.

First Aid/Medical personnel must be dedicated exclusively to first aid/medical support.

The number and required qualifications of the first aid/medical team will be determined by the risk assessment. A recommended minimum for any event is 2 dedicated first aid/medical personnel holding current certification in Standard First Aid. Standard First Aid Certification is a recognized qualification based on a Health Canada review and approval of a training organization's curriculum / syllabus, standards and other factors. Several national organizations including the Red Cross, the Lifesaving Society and St. John Ambulance award such certificates, as well as local organizations. Such qualification should provide knowledge to handle the following:

- Emergency Scene Management
- Shock, Unconsciousness & Fainting
- Choking
- Cardiovascular Emergencies
- One Rescuer CPR
- Severe Bleeding
- Medical Conditions
- Bone and Joint Injuries
- Eye Injuries
- Dental Emergencies
- Burns
- Poisons, Bites, and Stings
- Heat and Cold Emergencies
- Rescue Carries

Note: First-aid certification should meet the standards of the Canadian Red Cross Standard First Aid & CPR Course.