



### SCHEDULE & AWARDS

Entry fees: \_\_\_\_\_

Sponsoring body(s) if any: \_\_\_\_\_

Awards detail: (how deep in each category, please specify): \_\_\_\_\_

Schedule of events: **attach copies of entry forms and registration package and any pertinent information**

### 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](http://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 Support Coordinator on the organizing committee: \_\_\_\_\_

Who will be providing first aid/medical support at the race site: \_\_\_\_\_

Qualifications: Training: \_\_\_\_\_ Certification level: \_\_\_\_\_

Medical support will be available on site from: \_\_\_\_\_  AM  PM to: \_\_\_\_\_  AM  PM

Name of nearest medical facility: \_\_\_\_\_

Distance to medical facility: \_\_\_\_\_ Transportation provided by: \_\_\_\_\_

#### 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:**

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 which 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 Fee is \$56.00

**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, highways, streets, private/public land, parks, buildings, stadiums, etc. where the event and associated activities will take place. PLEASE PRINT.

Name	Contact Person	Email address

**RESULTS**

Provide a complete set of results to BC Athletics immediately following your event. Results should be forwarded electronically to: [crosscountry@bcathletics.org](mailto:crosscountry@bcathletics.org)

If it is not possible to send the results electronically mail or fax a set of results to the BC Athletics office. Please refer to the first page of the Sanction Form for the address and fax number.

**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.bcathletics.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 HST)  Email receipt to: \_\_\_\_\_

**\$16.80** – Sanction Fee BCA Club/Org.

**\$33.60** – Sanction Fee Non-BCA Club/Org

**\$28.00** – Surcharge (less than 30 days notice) in addition to Sanction Fee

**\$56.00** – 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.