

TRACK & FIELD EVENT SANCTIONING

PROCEDURES AND IMPORTANT INFORMATION

This section will cover information pertaining to BC Athletics event sanctioning for competitive Track & Field Events. BC Athletics offers sanctioning for both competitive and non-competitive Athletics related events in the disciplines of Track & Field, Race Walk, Road Running, Cross Country, Trail and Mountain Running and camps and clinics.

ABOUT EVENT SANCTIONING

WHAT IS EVENT SANCTIONING?

BC Athletics event sanctioning is the formal process by which BC Athletics, the governing body for track and field, race walking, cross country, road running, and mountain and trail running in British Columbia, grants official recognition and approval to Athletics events held within the province. Sanctioning ensures that events meet established standards for safety, fairness, and compliance with BC Athletics, Athletics Canada, World Athletics, World Para Athletics, and World Masters Athletics rules and regulations.

WHY DO EVENTS NEED EVENT SANCTIONING?

The purpose of event sanctioning is to ensure:

- The commitment by the event organizer that the event will be conducted in accordance with applicable governing bodies' rules.
- That the event will be conducted in a fair and safe manner and abide by Safe Sport principles.
- The certification of approved results for provincial, national and international rankings and records (provided there is compliance with the above items)

BENEFITS OF EVENT SANCTIONING

Benefits of sanctioning your event with BC Athletics include:

- **ELEVATED STATUS.** As sanctioned events are held to a higher standard, the label of a BCA sanctioned event improves public perception of your event and lets participants know that the event will be run in accordance with all applicable rules.
- **CALENDAR OF EVENTS.** To be posted on the BC Athletics Calendar of Events, your event must be sanctioned. Having an event on our calendar ensures

that results will be counted towards Athletics Canada's ranking system and your event will be made public to the entire BC Athletics membership.

- **ACCESS TO BC ATHLETICS CERTIFIED OFFICIALS.** As part of BC Athletics sanctioning, your event will be posted on the Officials Education Hub to allow BC Athletics certified officials to register for your event. The BC Athletics Officials Development Coordinator will be responsible for all officials' assignments and communication. No sanctioning equals no access to officials.
- **CERTIFICATION OF RESULTS.** Recognition of results on the Athletics Canada rankings system to ensure eligible performances for the purposes of rankings, records, prizing, selection and funding for BC Athletics and Athletics Canada programs.
- **COMMERCIAL GENERAL LIABILITY INSURANCE (CGL).** As part of our sanctioning process, events can opt into BC Athletics' liability coverage or seek coverage through an alternate provider. This is required by all municipalities and venue owners and ensures that all participants are covered with appropriate insurance. If using alternative commercial general liability coverage, BC Athletics must be named as an additional insured.
- **TECHNICAL ASSISTANCE.** BC Athletics is committed to providing any technical assistance that may be required or requested to ensure your event upholds BC Athletics event hosting standards.
- **EQUIPMENT & SERVICES.** Discounted rates on BC Athletics equipment rental will be granted to all sanctioned events. For more information contact garrett.collier@bcathletics.org for track & field events, or kevin.oconnor@bcathletics.org for non-stadia events.
- **FACILITY AND COURSE REVIEW AND CERTIFICATION.** BC Athletics sanctioning signals to participants that event venues meet applicable governing body requirements and technical specifications.
- **INCREASED EVENT VISIBILITY.** Because your event is sanctioned and included on our event calendar, it will be more visible to potential participants and can attract higher participation levels.
- **BC ATHLETICS BRANDING.** Sanctioned events will have access and permission to use the BC Athletics branding to promote your event as a "BC Athletics Sanctioned Event."
- **DISPUTE RESOLUTION.** If requested, BC Athletics will assist in the process of resolving issues (outside of the competition) between the participants and the sanctioned event.

SELECT YOUR EVENT TYPE

EVENT TYPES

Event types are set by Athletics Canada and can be found in the [Athletics Canada Officiating Policies](#). Events in Canada can be identified as one of the following types of events:

- LOCAL MEETS
- PROVINCIAL MEETS
- NATIONAL MEETS

For a complete explanation of these event types and how they differ, please see [APPENDIX C: EVENT TYPES](#)

HOW TO SANCTION YOUR EVENT

PROCESS FOR TRACK & FIELD EVENTS

Track & Field events include any competitive events which take place on a track or within the scope of track & field disciplines. The process for track & field event sanctioning is as follows:

PHASE 1	APPLY
PHASE 2	APPROVAL
PHASE 3	SUBMIT SCHEDULE
PHASE 4	SANCTION
PHASE 5	SUBMIT RESULTS
PHASE 6	POST EVENT REPORT

For a more detailed look at each phase, please see the [TRACK & FIELD EVENT SANCTION PROCESS INFOGRAPHIC](#) provided at the end of this document.

EVENT SANCTIONING DEADLINES

Please see [APPENDIX A | EVENT SANCTION CALENDAR](#) for all event sanctioning deadlines.

SANCTION FORMS

TRACK & FIELD EVENT APPLICATION – **MANDATORY**

[Online Form](#). Event hosts wishing to be approved for sanctioning must complete this form. Once approved, events will be posted on the BC Athletics Calendar of Events and Officials Education Hub (coming January 2027).

🕒 DEADLINE: **OCTOBER 31**

EVENT SCHEDULE REVIEW – MANDATORY

[Online Form](#). All approved events (events approved to the BCA Calendar of Events) must submit a copy of their tentative competition schedule of events. This form is also to be used in the case an event wants to add an event prior to submitting their sanctioning forms.

🕒 DEADLINE: **FIRST SUNDAY IN JANUARY**

TRACK & FIELD EVENT SANCTIONING APPLICATION – MANDATORY

[Online Form](#). The Sanction Application asks BC Athletics to formally sanction an approved event. Organizers confirm the technical and operational details that make the event an official competition: identifying key roles, equipment, facility and course requirements, medical and safety plans and insurance requirements.

🕒 DEADLINE: **60 DAYS BEFORE EVENT START DATE**

WORLD ATHLETICS (WA) SANCTIONING APPLICATION – OPTIONAL

[Online Form](#). For any BCA sanctioned events wishing to have results certified for World Athletics (WA) rankings. Athletes wishing to be considered for selection to a National Team must ensure their eligible performances are officially recorded and published on the World Athletics Rankings.

🕒 DEADLINE: **FIRST SUNDAY IN JANUARY**

WORLD PARA ATHLETICS (WPA) SANCTIONING APPLICATION – OPTIONAL

[Online Form](#). For any BCA sanctioned events wishing to have results certified for World Para Athletics (WPA) rankings. Athletes wishing to be considered for selection to a National Para Team must ensure their eligible performances are officially recorded and published on the World Para Athletics Rankings.

🕒 DEADLINE: **FIRST SUNDAY IN JANUARY**

RESULTS REPORT – MANDATORY

[Online Form](#). Used to submit the files needed to report your event's results to Athletics Canada. It also collects supporting information, including the event's official start and end times. To be completed by Competition Secretary

🕒 DEADLINE: **24 HOURS AFTER EVENT**

POST EVENT REPORT – MANDATORY

[Online Form](#). The final step in the sanctioning process. It summarizes participation, officials, incidents, protests, and any changes from the sanctioned plan

🕒 DEADLINE: **14 DAYS AFTER EVENT**

SANCTIONING MEETINGS

EVENT DIRECTOR TOWNHALL – MANDATORY

The purpose of mandatory Event Director Meeting is to ensure that all events are aware of procedural updates important to their events. Meeting dates will be posted on the Calendar of Events. All events, unless otherwise indicated, must have a representative present at all mandatory meetings to be added to the Calendar of Events. This representative must have been delegating decision making authority for their event(s).

EVENT ZONE MEETINGS – MANDATORY

BC Athletics will host Event Zone Meetings to provide Event Directors and Authorized Event Representatives with an opportunity to review proposed event dates, identify potential scheduling conflicts, and discuss opportunities for coordination within their respective zones. These meetings are intended to encourage collaboration between event organizers, minimize overlapping events, and support the development of a balanced and sustainable provincial competition calendar.

Separate meetings will be held for the following zones:

- Metro Vancouver (Zones 3, 4 & 5)
- Vancouver Island – Central Coast (Zone 6)
- Kootenays + Thompson-Okanagan (Zones 1 & 2)
- North West + Cariboo-North East (Zones 7 & 8)

Event Directors or Authorized Event Representatives are expected to attend their respective Zone Meeting and be prepared to discuss proposed event dates, potential conflicts, and scheduling adjustments where necessary.

EVENT SANCTION FEES

All applicable fees associated with event sanctioning will be charged upon the completion of the Post Event Report.

For a list of applicable fees for event sanctioning, please see [APPENDIX B | EVENT SANCTION APPLICATION FEES](#).

COMMERCIAL GENERAL LIABILITY (CGL)

BC ATHLETICS CGL

As part of the event sanctioning benefits, event hosts may choose to opt in to the BC Athletics' Commercial General Liability (CGL) policy. After we receive the sanction application and the request to opt into the BC Athletics CGL policy, we will submit the insurance request and issue a Certificate of Insurance to the event host and any named legal entities. Please refer to [APPENDIX B | EVENT SANCTION APPLICATION FEES](#)

ALTERNATIVE CGL

Event hosts also have the option to seek CGL through an alternative provider. In such cases where Alternative CGL is used, events must:

- Provide BC Athletics with a copy of the Certificate of Insurance from the alternative insurance provider through the sanction application form. and
- Complete and submit a copy of the [ALTERNATIVE LIABILITY AND INSURANCE WAIVER AND INDEMNIFICATION FORM \(CLICK HERE\)](#)

The above steps must be submitted with the Track & Field Event Sanction Application (to be uploaded in form) for the event to be sanctioned by BC Athletics.

Events using Alternative CGL insurance will not be responsible for remitting for Non-Member Event Licenses (NMEL – see below), and must collect their own waivers in accordance with their policy.

REMINDER ANNUAL LIABILITY RENEWAL – AUGUST 14

All events that utilize the BC Athletics CGL policy, please note that the BC Athletics CGL coverage is renewed every year on AUGUST 14. Events taking place after August 14 are asked to please submit their sanctioning application well in advance as the earliest your event will be able to access a Certificate of Insurance (COI) will be August 15.

EQUIPMENT REQUIREMENTS

All BC Athletics sanctioned events must ensure that the necessary equipment, facilities, and competition areas are available, properly maintained, and safe for use. Event Organizers are responsible for ensuring the following requirements are met prior to and throughout the event:

- **EQUIPMENT AVAILABILITY:** All necessary competition equipment, including throwing implements, hurdles, starting blocks, jumping equipment, measuring devices, official's equipment and other event-specific equipment, must be available in sufficient quantities to safely and efficiently conduct all scheduled events.
- **EQUIPMENT INSPECTION AND SAFETY:** All competition equipment must be inspected prior to the event to ensure it is in good working condition, meets applicable technical specifications, and is deemed safe for use. Damaged, defective, or unsafe equipment must be repaired or removed from use.
- **VENUE SAFETY AND CLEANLINESS:** All competition areas, warm-up areas, and associated facilities must be clean, properly maintained, and free from potential hazards that could pose a risk to athletes, officials, volunteers, or spectators.
- **COMPETITION AREA INSPECTION:** Event Organizers must ensure that all tracks, runways, throwing circles, landing areas, jumping pits, and other competition surfaces are inspected for hazards and are suitable for competition.
- **ONGOING SAFETY MONITORING:** Event Organizers must monitor equipment and venue conditions throughout the event and promptly address any identified safety concerns. Competition must not proceed in any area where an unresolved hazard presents a risk to participant safety.
- **COMPLIANCE WITH TECHNICAL RULES:** All equipment and competition facilities must comply with applicable BC Athletics, Athletics Canada, World Athletics, World Para Athletics and World Master Athletics technical rules and specifications, as required by the event's sanctioning level.

BC Athletics reserves the right to require corrective action, restrict the use of equipment or competition areas, or suspend affected events where equipment or venue conditions fail to meet applicable safety requirements.

PARTICIPANT MEMBERSHIP REQUIREMENTS

SANCTIONED EVENT PARTICIPANTS

BC Athletics sanctioned events have the option to allow both BC Athletics members and non-members to participate at sanctioned events.

BC ATHLETICS MEMBERS

Below are the membership types of participants must have to be considered a "Member Participant."

EVENT DATES	ELIGIBLE MEMBERSHIP
JAN 01 – DEC 31	Annual Athlete Membership
AUG 15 – DEC 31	Annual Athlete Membership, Fall Athlete Membership

*PLEASE NOTE THAT THE ATHLETICS CANADA COMMUNITY ROAD & TRAIL MEMBERSHIP IS NOT AN ELIGIBLE MEMBERSHIP TYPE FOR TRACK & FIELD EVENTS.

NON-BC ATHLETICS MEMBERS

A "Non-Member" is defined as any participant who

- does not hold a current eligible BC Athletics membership as stated above
- holds an External PSO Membership (e.g. Athletics Alberta)
- holds an External NSO Membership (e.g. USATF)

NON-MEMBER EVENT LICENSE (NMEL)

BC Athletics Sanctioned Events wishing to allow participation by Non-BC Athletics Members must ensure that all participants complete the requirements for a Non-Member Event License before competing at the event.

Non-Member Event Licenses can only be used for participation in one sanctioned event. Non-members must purchase an NMEL for any other sanctioned events they wish to compete in.

NMEL PARTICIPANT REQUIREMENTS

Before a non-BC Athletics member can compete at a BC Athletics sanctioned event, they must

- Pay the NMEL Fee (see: [APPENDIX B: BC ATHLETICS SANCTION FEES](#))
- Complete a signed BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement (Waiver).

NMEL EVENT HOST REQUIREMENTS

BC Athletics Sanctioned Events wishing to allow non-BC Athletics members to participate in their event(s) agree to:

- Add BC Athletics as an “ADMIN” on their event, so BC Athletics can ensure compliance with non-member waiver completion and waiver access in the event of a claim. We will also assist in the correct setup for non-members.
- Agree to ensure that all participants/parents/guardians have completed the waiver form prior to participation. Failure to do so may result in any available insurance coverage being null and void.
- Note: For BC Athletics Sanctioned Events that require bulk uploads (elementary and secondary schools) Please contact BC Athletics for assistance.
- Agree to collect the NMEL Fee as outlined in [APPENDIX B: BC ATHLETICS SANCTION FEES](#) as part of their event registration. For events using Trackie, this will be set up as the “Non-Member Event License Fee”
- Note: BC Athletics Sanctioned events can charge more than the minimum fee.
- Agree to claim and remit the NMEL Fee to BC Athletics per Non-BC Athletics participant on their Post Event Report.

IMPORTANT REMINDER: Non-members must pay the Non-Member Event License Fee and complete the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement each time they participate in a sanctioned event. For events collecting online waivers through registration, it is the responsibility of the event to:

- a. ensure that all participants have completed the waiver, and
- b. have access to signed waivers for up to 7 years in the event of a claim.

ASSUMPTION OF RISK AND WAIVER OF CLAIMS AND LIABILITY AGREEMENT

Events should use the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement and embed directly into their registration platform. Digital signatures and acknowledgments are preferred. Please DO NOT collect paper copies of the waiver form. [A COPY OF THE NON-MEMBER WAIVER CAN BE FOUND ON THE EVENT SANCTIONING WEBPAGE HERE.](#)

MEDICAL COVERAGE & CONSIDERATIONS

MEDICAL LEAD

All events MUST name a Medical Lead. This is an individual who is not acting in another role during the event (i.e. Meet Directors, coach, participants etc.). This person does not require medical training or certification and does not replace the need to have dedicated first aid/ medical coverage at your event. This person is responsible for reviewing and communicating the Emergency Action Plan, acts as the point of contact in emergency situations and knows when to escalate to an emergency response.

EMERGENCY ACTION PLAN

All events MUST submit an Emergency Action Plan for their event as part of the sanction application. The Medical Lead should be listed as your "Charge Person." [A TEMPLATE CAN BE FOUND ON THE EVENT SANCTIONING WEBPAGE HERE.](#)

AUTOMATED EXTERNAL DEFIBRILLATOR + FIRST AID KITS

All events MUST ensure that there is always an AED and First Aid kit onsite during the event.

PROFESSIONAL MEDICAL AND FIRST AID SERVICES

All events must provide medical and first aid services for the entire duration of the event. For events with more than 100 participants, there must always be two providers onsite. The providers should work with the event Medical Lead in the event of any emergencies. Consideration should be given to any possible incidents that may impact both participants and spectators.

When selecting your medical and first aid provider, the individuals or organizations contracted to provide these services must show proof of certification and credentials to the event organization and always operate within their scope of practice. It is recommended that the event organizer and provider have a written contract in place.

If using an organization / business to provide medical / first aid coverage please verify that the organization carries their own commercial general liability policy and medical malpractice policy. Additionally, you should verify that they have WCB coverage for their employees/volunteers.

In the event of any incidents or accidents, the medical and first aid providers must complete and submit the [BC Athletics Incident Report Form](#).

EVENT SCHEDULES

TENTATIVE EVENT SCHEDULE APPROVAL

All approved events must submit their tentative event schedule by the first Sunday in January via the Tentative Event Schedule Submission Form (online form) Schedules will be reviewed by BC Athletics and event hosts will be provided with feedback including the Officials Crew Requirements for your event.

Except for championships events, event schedules cannot exceed 8 hours for each competition day. 8 hours is defined as:

- 30 min Officials' site prep
- 7:00 hours competition program
- 30 min Officials' breakdown

30 minutes of site prep and breakdown refers to official's time at venue to prepare the site for competition, and breakdown the site after completion of competition. This does not include non-official volunteers and event staff.

ADDING EVENTS TO SCHEDULE

Once the Event Sanction Application has been submitted to BC Athletics, **no additional events may be added to the Tentative Schedule of Events**. Event organizers are responsible for ensuring that all proposed events are included in the schedule at the time of submission.

Events organizers are permitted to remove events which can be indicated on the Final Schedule.

FINAL SCHEDULE

The Final Schedule of Events must be submitted to BC Athletics **no later than five (5) days** prior to the start of the competition to ensure appropriate officials crew assignments and scheduling. Failure to meet this deadline may result in officials being unavailable or arriving after the scheduled start of certain events. Consequently, affected events may not meet the required officiating standards, which could result in performances and results being ineligible for certification. Event organizers are responsible for ensuring the Final Schedule is submitted by the required deadline.

IMPORTANT REMINDERS

- Events should consult with event specialists (i.e. coaches, officials) to assist with providing an accurate schedule of events.
- Clearly define scheduling policies (e.g. the meet reserves the right to run no more than 15 minutes ahead of schedule if time permits etc.)

- Allow for reasonable time to complete an event. For each event the following should be considered:
 - Set up time
 - Warm-up time
 - Competition time
 - Officials Breaks between events
- Clearly state schedule policies for earlier start time should it run ahead of schedule. These should be clearly stated on the schedule and in the technical information.
- Events should consult with event specialists (i.e. coaches, officials) to assist with providing an accurate schedule of events.

EVENT REGISTRATION REQUIREMENTS

DAY OF EVENT REGISTRATION

On site day of event Registrations are not permitted for BC Athletics Sanctioned events due to membership validation requirements and waiver requirements.

RESULTS

RESULTS SUBMISSION PROCESS

All BC Athletics sanctioned events must submit their results to BC Athletics 24 hours from the end of the competition. The process for submitting results is:

- The Competition Secretary submits results using the Results Report Form (online form). The form will require the following:
 - [Results Backup/Database files](#)
 - [Copy of full results \(.pdf\)](#)
 - [Duration of Competition](#)
 - [Additional Technical Information](#)
- BC Athletics will review the results and send to Athletics Canada to upload to the Athletics Canada Rankings and World Athletics Rankings if applicable.
- Athletics Canada will provide BC Athletics with a Results Report (.txt).
- BC Athletics will send a copy of the Athletics Canada Results Report to the Event host to complete the Post Event Report.

The Event Host will be included in all correspondence to Athletics Canada. If there are any corrections to be made, the Event Host or Competition Secretary can contact Athletics Canada directly at results@athletics.ca.

OFFICIALS & VOLUNTEER REQUIREMENTS

Approved events will be listed on the Athletics Canada Officials Education Hub (replacing OMS), where active BC Athletics officials can register their availability to work at the event.

BC Athletics staff is responsible for coordinating official assignments and will communicate directly with the event director regarding staffing. Updates will begin approximately four weeks before the event.

To have results recognized for Athletics Canada and World Athletics rankings, sanctioned competitions must have sufficient qualified officials and volunteers to conduct the event in accordance with the applicable technical rules.

BC Athletics has established minimum staffing requirements for officials and volunteers, outlined in Sanctioned Event Officials Requirements. Event organizers are responsible for ensuring these requirements can be met and for identifying any additional staffing needs specific to their competition.

CONTACT

TRACK & FIELD EVENTS

(including Track & Field Non-Competitive Events)

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APPENDIX A | EVENT SANCTIONING CALENDAR

All Deadlines are subject to change. Actual dates to be included in the annual BC Athletics Event Sanction Updates and Reminders.

ITEM	DEADLINE
EVENT APPLICATIONS OPEN	OCTOBER 1
ANNUAL SANCTION UPDATES AND REMINDERS PUBLISHED	OCTOBER 1
TRACK & FIELD EVENT APPLICATION	NOVEMBER 15
EVENT DIRECTORS TOWNHALL	LAST WEDNESDAY IN NOVEMBER
EVENT HOST ZONE MEETINGS	FIRST WEEK OF DECEMBER
EVENT SCHEDULE REVIEW – TENTATIVE SCHEDULES	FIRST SUNDAY IN JANUARY
WORLD ATHLETICS SANCTION APPLICATION	FIRST SUNDAY IN JANUARY
WORLD PARA ATHLETICS SANCTION APPLICATION	FIRST SUNDAY IN JANUARY
TRACK & FIELD EVENT SANCTION APPLICATION	60 DAYS PRIOR TO START OF EVENT
ADDITIONAL EVENTS TO SCHEDULE	60 DAYS PRIOR TO START OF EVENT
RESULTS REPORT DUE	24 HOURS AFTER EVENT
POST EVENT REPORTS DUE	14 DAYS AFTER EVENT
SANCTION FEES	30 DAYS AFTER INVOICE

APPENDIX B | BC ATHLETICS SANCTION FEES

TRACK & FIELD EVENTS

ITEM	FEE (+GST)
WORLD ATHLETICS SANCTION APPLICATION FEE	\$50.00
WORLD PARA ATHLETICS SANCTION APPLICATION FEE	NO FEE
NON-MEMBER EVENT LICENSE FEE (per non-member participant)	\$5.00
BC ATHLETICS SANCTION FEES*	see below ▼

*FEES CALCULATED BASED ON # OF OFFICIATING CREWS REQUIRED AND # OF NMEL PARTICIPANTS

OFFICIALS CREW FEES

Officials Crews are based on the minimum number of officials required (see: Sanctioned Event Officials Requirements) for sanctioned events and the meet category (see: [Athletics Canada Officials Policy](#))

PER COMPETITION DAY

OFFICIALS ASSIGNMENTS	TYPE OF EVENT ¹		
	LOCAL MEETS ²	PROVINCIAL MEETS	WA SANCTIONING
REFEREE FEE 1 DISCIPLINE ³	\$40.00	\$40.00	\$40.00
REFEREE FEE 2 DISCIPLINE	\$60.00	\$60.00	\$60.00
REFEREE FEE 3 DISCIPLINE	\$80.00	\$80.00	\$80.00
TRACK CREW	\$80.00	\$160.00	\$280.00
WALKS CREW	\$20.00	\$80.00	see below ⁴
CALL ROOM CREW	\$20.00	\$20.00	\$40.00
SHORT THROWS CREW	\$20.00	\$40.00	\$60.00
LONG THROWS CREW	\$20.00	\$60.00	\$80.00
HORIZONTAL JUMPS CREW	\$20.00	\$40.00	\$60.00
HIGH JUMP CREW	\$20.00	\$40.00	\$60.00
POLE VAULT CREW	\$20.00	\$60.00	\$80.00
COMBINED EVENT CREW ⁵	\$20.00	\$20.00	\$20.00

NOTES

1. New terminology (see: [ATHLETICS CANADA OFFICIALS POLICY](#))
2. Local meet results will not be certified except for Junior Development events.
3. Single Discipline of one of the 3 main disciplines: Throws, Jumps, Track events. (e.g. throws meet, distance carnival etc.)
4. WA Sanctioned walks will be based on the costs associated with bringing in 3 recognized walks referees from across Canada. (e.g. travel, hotel, etc.)
5. The Combined Events Crew involves the referee only. Total cost for a combined events will require each individual crew to be included based on the combined event that is being hosted.

APPENDIX C | EVENT TYPES

The below chart is provided in the [Athletics Canada Officiating Policy](#).

TABLE 1: MINIMUM EVENT STANDARDS

TYPE OF EVENT	SANCTIONING BODY	OFFICIALS	CHIEF	REFEREES	RESULTS ELIGIBILITY	MEET DESIGNATION FOR OFFICIAL'S CREDITS
LOCAL MEET	Provincial / Territorial Branch	No Minimum	Minimum Regional	Provincial Official	Results NOT eligible for AC rankings	L
PROVINCIAL / TERRITORIAL MEET	Provincial / Territorial Branch	Minimum Local	Minimum Regional	Provincial Referee or Provincial Official Acting as a Referee	Results Eligible for AC Rankings & WA Rankings*	P
NATIONAL MEETS WORLD ATHLETICS C/D/E MEETS SOME PROVINCIAL / TERRITORIAL CHAMPIONSHIPS **	Provincial / Territorial Branch & World Athletics	Minimum Regional	Minimum National	Minimum 3 National Referees	Results eligible for AC & WA Rankings	N
NATIONAL CHAMPIONSHIP WORLD ATHLETICS CATEGORY A / B MEETS	Provincial / Territorial Branch & World Athletics	Minimum Provincial	Minimum National	National Referee assigned to all event disciplines	Results eligible for AC & WA Rankings	NC

* World Athletics rankings eligibility dependent on sanctioning application

* For the purposes of evaluation, officials one level below the minimum is acceptable.

** Some provincial/territorial championships may be considered N meets, provided they meet the criteria in the Meet Designation for Officials document.

TRACK & FIELD EVENT SANCTION PROCESS

Sanctioning Pathway for all track & field event takes from application to final invoice:
18 steps across the season.

☒ EVENT HOST
 ☐ BC ATHLETICS
 ☐ ATHLETICS CANADA

PHASE 1 APPLY

FALL

1 EVENT HOST SUBMITS TRACK & FIELD EVENT APPLICATION

🕒 NOVEMBER 15

2 BC ATHLETICS REVIEWS APPLICATION

3 EVENT HOST ATTENDS EVENT DIRECTORS TOWN HALL

4 EVENT HOST ATTENDS EVENT ZONE MEETINGS

PHASE 2 APPROVAL

PRE-SEASON

5 BC ATHLETICS APPROVES EVENTS FOR UPCOMING SEASON

6 BC ATHLETICS ADDS APPROVED EVENTS TO CALENDAR OF EVENTS

7 BC ATHLETICS ADDS APPROVED EVENTS TO OFFICIALS' EDUCATION HUB

PHASE 3 SUBMIT SCHEDULE

WINTER

8 EVENT HOST SUBMITS TENTATIVE EVENT SCHEDULE FOR APPROVAL

🕒 FIRST SUNDAY IN JANUARY

9 BC ATHLETICS REVIEWS AND APPROVES TENTATIVE EVENT SCHEDULE

PHASE 4 SANCTION

BEFORE EVENT

10 EVENT HOST SUBMITS TRACK & FIELD EVENT SANCTION APPLICATION

🕒 60 DAYS BEFORE START

PHASE 5 SUBMIT RESULTS

AFTER THE EVENT

11 EVENT HOST SUBMITS RESULTS REPORT

🕒 24 HOURS AFTER EVENT

12 BC ATHLETICS SENDS APPROVED RESULTS TO ATHLETICS CANADA

13 ATHLETICS CANADA SENDS RESULTS REPORT BACK TO BC ATHLETICS

14 BC ATHLETICS SENDS NON-MEMBER LIST TO EVENT

PHASE 6 POST EVENT

WRAP-UP

15 EVENT HOST SUBMITS TRACK & FIELD EVENT POST EVENT REPORT

🕒 14 DAYS AFTER EVENT

16 BC ATHLETICS REVIEWS AND CONFIRMS REPORT

17 BC ATHLETICS SENDS INVOICE FOR ALL SANCTION FEES

18 EVENT HOST PAYS INVOICE

🕒 30 DAYS AFTER INVOICE