

EVENT SANCTIONING

POLICIES AND INFORMATION

This section will cover information pertaining to BC Athletics event sanctioning. 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

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 and 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)

SANCTION BENEFITS

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 Management System (OMS) 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 (CGL).** As part of our sanctioning process, events can select liability coverage through BC Athletics or an alternate coverage 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.

SANCTION PROCESS 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:

STEP 1 – Submit a BC Athletics Event Application

STEP 2 – Attendance at the Annual Meet Directors Exchange

STEP 3 – Submit Track & Field Sanction Application (45 days)

OPTIONAL – Submit World Athletics Sanction Application (75 days)

OPTIONAL – Submit World Para Athletics Sanction Application (14 days)

STEP 4 – Submit Track & Field Post Event Report

NON-STADIA EVENTS

Non-Stadia events include any races which take place on road, cross-country, mountain or trail courses.

STEP 1 – Submit BC Athletics Event Application

STEP 2 – Submit Road Running/Cross Country+ Sanction Application

STEP 3 – Submit Road Running/Cross Country+ Post Event Report

NON-COMPETITIVE EVENTS

Non-Competitive events include athlete sport camps, athlete training camps, fundraising and awareness events and athlete and coach clinics. As these events do not include performance results, posting an event to the BC Athletics Calendar of Events is optional.

STEP 1 – Submit Non-Competitive Event Sanction Application

STEP 2 – Submit Non-Competitive Post Event Report

SANCTION FEES

For a list of applicable fees for event sanctioning, please see [APPENDIX A](#) and [APPENDIX B](#).

NEW IN 2026 FOR TRACK & FIELD EVENTS. Except for fees related to World Athletics Sanctioning and extended coverage fees (non-competitive sanctioning), all fees will be collected after the completion of the Post Event Report.

COMMERCIAL GENERAL LIABILITY (CGL)

BC ATHLETICS CGL

As part of the event sanctioning benefits, event hosts may choose to obtain event insurance through BC Athletics' Commercial General Liability (CGL) policy. After we receive the sanction application and the request to use BC Athletics CGL, 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 A](#) and [Appendix B](#) for applicable fees.

ALTERNATIVE CGL

Event hosts also have the option to seek CGL through an alternative provider. Please note application fees outlined in Appendix A and Appendix B. A copy of the Certificate of Insurance from the alternative insurance provider and additional forms must be submitted prior to event sanctioning approval and BC Athletics must be named as an additional insured.

Events seeking to use an alternative liability insurance program must complete the BC Athletics Alternative Liability Insurance Checklist and the BC Athletics Alternative Liability Insurance Waiver and Indemnification for BC Athletics Sanctioned Events. There are no exceptions to this.

[A copy of the Alternative Liability Checklist and Insurance Waiver and Indemnification form can be found on the Event Sanctioning webpage here.](#)

REMINDER ANNUAL LIABILITY RENEWAL – AUGUST 14

Please note that all events that utilize 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.

NON-MEMBER PARTICIPATION

NON-MEMBER EVENT LICENSES & WAIVERS

A "Non-Member" is defined as any participant who do not hold:

- A BC Athletics Membership outlined in Table A (below), or
- Another Canadian P/TSO Athlete Membership.

If your event allows participation by athletes who do not hold one of the following memberships below and you are utilizing BC Athletics CGL must have those participants complete and submit the BC Athletics Assumption of Risk and Waiver and Claims Liability Agreement.

| TABLE A ELIGIBLE BC ATHLETICS MEMBERSHIP TYPES FOR SANCTIONED EVENTS | | |
|--|-----------------|---|
| Event Type | Event Date | Eligible Memberships |
| Track & Field | JAN 01 – AUG 14 | Annual Athlete membership |
| Track & Field | AUG 15 – DEC 31 | Annual Athlete or Fall Athlete membership |
| Non-Stadia | JAN 01 – AUG 14 | Annual Athlete Membership or Community Road and Trail membership |
| Non-Stadia | AUG 15 – DEC 31 | Annual Athlete, Fall Athlete or Community Road and Trail membership |

Effective for the 2026 BC Athletics Outdoor Track & Field season, all non-members must purchase an “Event License” prior to participating in a BC Athletics sanctioned event registration platform, this includes all age groups. When an athlete purchases an “Event License” it provides them with Commercial General Liability coverage once they have completed the BC Athletics Assumption of Risk and Waiver of Claims and Liability agreement. This is an important risk management step to protect your club/organization and participants.

- Events allowing non-members 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.
- The non-member BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement can be integrated into your event Trackie registration.
- Events allowing bulk uploads must ensure that email addresses for the athlete or parent/guardian are included in the athlete registration.
- Events 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.
- Events agree to collect a minimum of \$3.00 “Event License non-member fee” as part of their event registration. For events using Trackie, this will be set up as the “Non-Member” fee.
- Events agree to claim and remit the \$3.00 per non-member to BC Athletics on the Post Event Form. Please note that this fee will increase to \$5.00 per non-member in 2027.
- Non-members must pay the “Event License non-member fee” and complete the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement each time they participate in a sanctioned event.

WAIVERS

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 DEFIBRILATOR + 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 SCHEDULE

BC Athletics will review all event schedules before sanctioning can be finalized. Except for championships events, event schedules cannot exceed 8 hours for each competition day. 8 hours is defined as:

30min site prep + 7:00hrs competition time + 30min site 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 meet staff.

Events must:

- 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
- Provide a Tentative Schedule. Events are encouraged to use previous year's participants for a more accurate tentative schedule.
- Provide a Final Schedule. Final registration deadlines must provide enough time to review participant numbers and make accurate adjustments to the final schedule.
- 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.

Events are encouraged not to allow on-the-day registration as it can disrupt the schedule and officials' schedules.

As part of the Records Report, the Meet Secretary is required to report on the start and finish time of each day of competition. BC Athletics understands that there are circumstances that are out of control of the event host (weather, equipment malfunctions etc.).

OFFICIALS & VOLUNTEER REQUIREMENTS

Once an event has submitted their Event Application, BC Athletics will enter their event into the Officials Management System (OMS). This is the system where active BC Athletics officials can register to work at your event. The BC Athletics Officials Development Coordinator is responsible for completing all assignments and will communicate directly with the event director, providing updates beginning 4 weeks in advance of your event.

To certify results for Athletics Canada Rankings and World Athletics Rankings, all sanctioned competitions are required to have sufficient officials and volunteers in place to conduct the event in accordance with governing technical rules. BC Athletics has provided these numbers in [Appendix C](#), [APPENDIX D](#) and [APPENDIX E](#)

CONTACT

TRACK & FIELD EVENTS

(including Track & Field Non-Competitive Events)

GARRETT COLLIER

Track & Field Program Manager

garrett.collier@bcathletics.org

604.333.3555

NON-STADIA EVENTS

(including Non-Stadia Non-Competitive Events)

KEVIN O'CONNOR

Non-Stadia Program Manager

kevin.oconnor@bcathletics.org

604.333.3553

APPENDIX A | SANCTION APPLICATION FEES

| APPLICATION TYPE | | FEE |
|---------------------------------|--|----------|
| BCA AFFILIATED CLUBS | BCA CGL – Track & Field Events (1 – 12 hours) | \$50.00 |
| | BCA CGL – Track & Field Events (12+ hours) | \$150.00 |
| | BCA CGL – Non-Competitive Events | \$50.00 |
| | BCA CGL – Non-Stadia Events | \$50.00 |
| | Alternative CGL – Track & Field (1 – 12 hours) | \$100.00 |
| | Alternative CGL – Track & Field (12+ hours) | \$300.00 |
| | Alternative CGL – Non-Competitive Events | \$100.00 |
| | Alternative CGL – Non-Stadia Events | \$100.00 |
| NON-BCA AFFILIATED CLUBS | BCA CGL – Track & Field Events (1 – 12 hours) | \$100.00 |
| | BCA CGL – Track & Field Events (12+ hours) | \$300.00 |
| | BCA CGL – Non-Competitive Events | \$100.00 |
| | BCA CGL – Non-Stadia Events | \$100.00 |
| | Alternative CGL – Track & Field (1 – 12 hours) | \$200.00 |
| | Alternative CGL – Track & Field (12+ hours) | \$400.00 |
| | Alternative CGL – Non-Competitive Events | \$200.00 |
| | Alternative CGL – Non-Stadia Events | \$100.00 |

ADDITIONAL SANCTION FEES (OPTIONAL)

| | |
|--|-----------|
| World Athletics (WA) Sanction Application | \$50.00 |
| World Para Athletics (WPA) Sanction Application | FREE |
| Extended Coverage (out-of-province training camps) | VARIABLES |

NOTES:

- CGL = Commercial General Liability
- GST (5%) to be added to all application fees
- Fees for Extended coverage for out-of-province training camps vary based on insurer and will be the sole responsibility of the event organizer / host organization.

APPENDIX B | POST EVENT FEES

Post-event fees will be charged according to the tables below. Events that use BC Athletics' Commercial General Liability (CGL) coverage are required to pay the applicable fees for all athlete participants and any Non-Member Event Licenses. Events using Alternative General Commercial Liability will only be charged the fees associated for Athlete Participants. A reminder that GST (5%) is to be charged in addition to the fees below.

TRACK & FIELD EVENTS

| | |
|-------------------------------------|------------------|
| Athlete Participants (all athletes) | \$0.20 / athlete |
| Non-Member Event Licenses | \$3.00 / athlete |

NON-STADIA EVENTS

| | |
|---------------------------|------------------|
| All Athlete participants | \$0.20 / athlete |
| Non-Member Event Licenses | see below |
| First 100 | \$3.00 / athlete |
| Next 150 | \$2.50 / athlete |
| Next 500 | \$1.00 / athlete |
| Next 1000 | \$0.80 / athlete |
| Next 3000 | \$0.55 / athlete |
| Next 5000+ | \$0.30 / athlete |

APPENDIX C | OFFICIALS REQUIREMENTS

FOR BC ATHLETICS SANCTIONING

EVENT STAFF

| Role | No. |
|--|-----|
| Competition Director | 1 |
| Medical Lead (to oversee medical services) | 1 |
| Technical Manager or Weights & Measures Official | 1 |
| Officials Coordinator (delegate from HOC) | 1 |

OFFICIALS LEADERSHIP

| Role | No. |
|---|-----|
| Competition Secretary | 1 |
| Track Referee | 1 |
| Field Referee | 1 |
| Combined Events Referee | 1 |
| Jury of Appeals (uninvolved officials at the competition) * | 3 |

* May also include the Competition Director. Can be selected in the event of an appeal.

TRACK EVENTS

| Role | No. |
|---|-----|
| Photo Finish Chief Judge** or a Certified Photo Finish Operator | 1 |
| + Optional Photo Finish Judge | 1 |

**A Photo Finish Chief Judge is an Official that hold at minimum a level 3 designation in Photo Finish Chief Judge

OPTIONAL CALL ROOM

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| + Optional Judges | 2 |

UMPIRES

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 8 |

WALKS JUDGE

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

STARTERS

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 2 |

STARTER ASSISTANT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| + Optional Judges | 2 |

APPENDIX C Continued

FIELD EVENTS

LONG JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 3 |

TRIPLE JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 3 |

HIGH JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 3 |

POLE VAULT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 4 |

SHOT PUT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 1 |
| + Optional Judges | 3 |

DISCUS THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 3 |

HAMMER THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 3 |

JAVELIN THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 3 |

APPENDIX D | OFFICIALS REQUIREMENTS

FOR WORLD ATHLETICS SANCTIONING

MEET STAFF

| Role | No. |
|--|-----|
| Competition Director | 1 |
| Medical Lead (to oversee medical services) | 1 |
| Technical Manager or Weights & Measures Official | 1 |
| Meet/Officials Manager (delegate from HOC) | 1 |

OFFICIALS LEADERSHIP

| Role | No. |
|---|-----|
| Competition Secretary | 1 |
| + Optional additional Competition Secretary | 1 |
| Track Referee | 1 |
| Field Referee Jumps | 1 |
| Field Referee Throws | 1 |
| Combined Events Referee | 1 |
| Jury of Appeals (uninvolved officials at the competition) * | 3 |

* May also include the Competition Director. Can be selected in the event of an appeal.

TRACK EVENTS

| Role | No. |
|-------------------------------|-----|
| Photo Finish Chief Judge** | 1 |
| + Optional Photo Finish Judge | 2 |

**A Photo Finish Chief Judge is an Official that hold at minimum a level 3 designation in Photo Finish Chief Judge

OPTIONAL CALL ROOM

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judges | 1 |
| + Optional Judges | 1 |

UMPIRES

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Assistant Chief | 1 |
| Judge | 6 |
| + Optional Judges | 6 |

WALKS JUDGE

| Role | No. |
|--------------------|-----|
| Bronze RW Referees | 3 |
| Chief | 1 |
| + Optional Judges | 3 |

STARTERS

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 3 |

STARTER ASSISTANT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judges | 1 |
| + Optional Judges | 3 |

APPENDIX D Continued

FIELD EVENTS

LONG JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

TRIPLE JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

HIGH JUMP

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 3 |

POLE VAULT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

SHOT PUT

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 2 |
| + Optional Judges | 2 |

DISCUS THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

HAMMER THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

JAVELIN THROW

| Role | No. |
|-------------------|-----|
| Chief | 1 |
| Judge | 3 |
| + Optional Judges | 2 |

APPENDIX E | VOLUNTEER REQUIREMENTS

FOR ALL SANCTIONED EVENTS

CHECK IN | CALL ROOM

| Role | No. |
|---------------------------------|-----|
| Check-in / Call Room Attendants | 2 |
| Marshalls | 3 |

TRACK EVENTS

| Role | No. |
|--|-----|
| Hurdle Attendant (2 per set of hurdles) | 16 |
| Steeple Chase Attendants (2 per steeple barrier) | 10 |
| Block Crew | 3 |
| Results Runner (Competition Secretary) | 2 |
| Relay Volunteer Assistants | 4 |

RACE WALK

| Role | No. |
|-------------------------|-----|
| Card Collector (Runner) | 2 |

HORIZONTAL JUMPS EVENTS

| Role | No. |
|--------------------------|-----|
| Pit Sand Raker (per pit) | 2 |
| Tape Puller | 1 |

VERTICAL JUMPS EVENTS

| Role | No. |
|--------------------------------|-----|
| Bar Lifter / Standard Adjuster | 2 |

THROWING EVENTS

| Role | No. |
|------------------------------|-----|
| Tape Puller | 1 |
| Implement Retriever* | 2 |
| Door Operator (Hammer Throw) | 2 |

* Individuals must have an awareness and respect of danger associated with implement moving in their direction at a high velocity. It is recommended that this volunteer be at least 16 years of age and have experience of throwing events (i.e. throws athlete, coach or parents).