ROAD, TRAIL & CROSS COUNTRY EVENT SANCTIONING MANUAL

PROCEDURES AND IMPORTANT INFORMATION

DATE

First published November 20, 2026

PURPOSE

This manual will cover information pertaining to the BC Athletics sanctioning program for Road, Trail & Cross Country event sanctioning.

DEFINITIONS

CERTIFIED COURSE: A road running race course holding a valid National or International Course Measurement Certificate.

COURSE MEASUREMENT CERTIFICATION: The formal confirmation that a road running race course has been accurately measured in accordance with standards established by World Athletics (WA) and the Association of International Marathons and Distance Races (AIMS).

RESULTS CERTIFICATION: Confirmation that an event has met the applicable technical requirements and standards for its results to be submitted for recognition in relevant national and/or international rankings lists.

SANCTIONING: The annual approval of an event by BC Athletics, confirming the event organizer's commitment to delivering the event in a fair, safe, and responsible manner and in compliance with applicable rules, regulations, and standards.

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 British Columbia. The sanctioning process 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.

BC Athletics provides the benefits and resources as applicable to each event (eg. Not all events are eligible for results certification).

WHAT IS THE PURPOSE OF 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 and technical specifications.
- 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

BC Athletics provides applicable benefits, services, and resources based on the event's sanctioning and course certification level. These benefits include:

- **COURSE CERTIFICATION.** Sanctioned events are eligible to apply for course measurement certification, where applicable.
- **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 road, trail & cross country 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.

HOW TO SANCTION YOUR EVENT

ROAD, TRAIL & CROSS COUNTRY EVENTS

These are events which take place on road, cross-country, mountain or trail courses.

STEP 1 Submit a Road, Trail & Cross Country Event Application (online form)

STEP 2 Submit a Road, Trail & Cross Country Sanction Application (online form)

STEP 3 Submit a Road, Trail & Cross Country Post Event Report (online form)

EVENT SANCTIONING DEADLINES

Please see APPENDIX A | EVENT SANCTION CALENDAR for all event sanctioning deadlines.

SANCTION FORMS

ROAD, TRAIL & CROSS COUNTRY EVENT APPLICTION – 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: DECEMBER 31

ROAD, TRAIL & CROSS COUNTRY 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: 60 DAYS BEFORE EVENT START DATE

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: 60 DAYS BEFORE EVENT START DATE

ROAD & TRAIL 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 Timing Company.

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

EVENT SANCTION FEES

All applicable fees associated with event sanctioning will be invoiced 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 benefits available through event sanctioning, event hosts may elect to access coverage under BC Athletics' Commercial General Liability (CGL) insurance policy. For events utilizing this coverage, BC Athletics will coordinate the insurance request and issue a Certificate of Insurance (COI) to the event host and any applicable named legal entities.

All events using the BCA CGL policy MUST utilize the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement as part of their registration process. Waivers must be collected digitally and stored for 7 years. **NO EXCEPTIONS.**

Please refer to **APPENDIX B | EVENT SANCTION APPLICATION FEES**

ALTERNATIVE CGL

Event hosts also have the option to seek CGL coverage through an alternative provider. There are additional steps that must be taken for alternative CGL to be approved.

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. **NO EXCEPTIONS.**

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.

PARTICIPANT MEMBERSHIP

SANCTIONED EVENT PARTICIPANTS

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

BC ATHLETICS MEMBERS

EVENT DATES	ELIGIBLE MEMBERSHIP FOR ROAD, TRAIL AND CROSS COUNTRY RUNNING EVENTS
JAN 01 – DEC 31	Annual Athlete Membership Community Road and Trail Membership
AUG 15 – DEC 31	Annual Athlete Membership Fall Athlete Membership Community Road & Trail Membership

VALIDATION OF BC ATHLTEICS MEMBERSHIPS

Event registration MUST provide a field for participants to insert their BC Athletics membership number for membership validation in post event reporting.

NON-BC ATHLETICS MEMBERS

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

- does not hold a current eligible BC Athletics membership listed above

NON-MEMBER EVENT LICENSE (NMEL) - EVENTS USING BC ATHLETICS COMMERCIAL GENERAL LIABILITY COVERAGE ONLY

BC Athletics sanctioned events that permit participation by non-BC Athletics members must ensure that all non-BC Athletics member participants obtain a Non-Member Event License prior to participating.

A Non-Member Event License is valid for participation in one sanctioned event only and **must be obtained at the time of event registration**.

NMEL PARTICIPANT REQUIREMENTS

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

- Pay an NMEL Fee (see: **APPENDIX B: BC ATHLETICS SANCTION FEES**)
- Complete the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement (Waiver).

When accepting non-BC Athletics members to participate in a BC Athletics sanctioned event, the event director agrees to:

- Collect BC Athletics membership numbers at the time of registration.
- Ensure all participants are completing the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement at the time of registrations and retaining those waivers for a period of 7 years.
    - Please note that all waivers must be collecting digitally; no paper waivers will be accepted.
- To collect NMEL Fees as outlined in APPENDIX B: BC Athletics Sanction Fees as part of the event registration.
- Agree to remit the NMEL Fee to BC Athletics per the Non BC Athletics participants on their Post Event Report.
- Submit a final list of all participants, including name and email address.

COURSE CERTIFICATION FOR ROAD RUNNING EVENTS

SANCTIONING AS A PREREQUESITE FOR CERTIFICATION OF ROAD RACES

- An event must be sanctioned by BC Athletics before a Course Measurement Certificate will be issued by Athletics Canada;
- Course Measurement Certifications shall only be issued to sanctioned events;
- A course measurement certificate in only considered valid in years where the event is sanctioned;

- If an event does not obtain sanctioning in a given year, the course measurement certificate is void for that year. If sanctioning resumes in a subsequent year, a certificate may be reissued. The certificate remains within its original validity period, and the course has not changed.

COURSE CHANGES

If a road race course is altered in any way from one year to the next, the course must be re-measured and a new certification issued, regardless of the remaining validity or sanctioning history. Note: In cases of slight alterations, a full remeasurement may not be required, and an amendment to an existing certification may be issued.

RECOGNITION OF RESULTS

Only performances achieved at Road Races that meet all of the following requirements shall be eligible for recognition for provincial, national, or international rankings, records, and qualification standards (e.g., National Team Events, Boston Marathon, etc.):

- The event is sanctioned by the appropriate Provincial/Territorial Branch in the year of competition;
- The event is conducted on a road race course holding a valid Course Measurement Certificate for that year;
- The course complies with applicable technical requirements set by Athletics Canada and World Athletics.
- A World Athletics International Course Measurement Certificate AND World Athletics sanctioning is required for performances to be recognized for National Team Selection, World Athletics Rankings, Records, Entry Standards.

SANCTIONING WITHOUT COURSE CERTIFICATION

SANCTIONING WITHOUT COURSE MEASUREMENT CERTIFICATION

- Course Measurement Certification is NOT required for an event to be sanctioned.
- Sanctioned races may operate without Course Measurement Certification, including but not limited to:
    - Fun runs;
    - Community participation events;

- Events not seeking recognition for rankings, records, or qualification standards (e.g. National Team Events, Boston Marathon, etc.);
- Mountain & Trail races;
- Cross Country Running races.

MEDICAL COVERAGE & CONSIDERATIONS

MEDICAL LEAD

All events must designate an individual to serve as the **Medical Lead**. The Medical Lead must be dedicated to this responsibility and cannot simultaneously fulfill another event role (e.g., Event/Race Director, coach, official, or participant).

The Medical Lead is not required to have medical training or certification and does not replace the requirement for dedicated medical and first aid coverage at the event.

The Medical Lead is responsible for:

- Reviewing and communicating the event's Emergency Action Plan (EAP) to relevant event personnel and medical/first aid providers;
- Serving as the primary point of contact for medical emergencies during the event;
- Coordinating communication and response between event personnel and medical/first aid providers;
- Recognizing when an incident requires escalation to emergency services and ensuring the appropriate emergency response is activated.

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 (AED) + FIRST AID KITS

All events MUST ensure that there is an AED and appropriate first aid kit onsite during the event.

PROFESSIONAL MEDICAL AND FIRST AID SERVICES

All events must provide appropriate medical and first aid services for the entire duration of the event. Events with more than 100 participants must have a

minimum of two medical or first aid providers onsite at all times. Medical and first aid providers must coordinate with the event Medical Lead in responding to emergencies. Event organizers should also consider potential incidents that may affect both participants and spectators.

Individuals or organizations contracted to provide medical and first aid services must provide proof of current certifications and credentials to the event organizer and operate within their respective scopes of practice. It is recommended that event organizers establish a written contractual agreement with their medical and first aid service providers outlining roles, responsibilities, and expectations.

Where an organization or business is contracted to provide medical or first aid coverage, event organizers must verify that the provider maintains:

- Its own Commercial General Liability (CGL) insurance policy.
- Medical malpractice insurance.
- Appropriate WorkSafeBC (WCB) coverage for its employees and volunteers, where applicable.

In the event of any incidents or accidents, the medical and first aid providers must complete and submit the BC Athletics Incident Report Form within 48 hours of the incident.

OFFICIALS &

Events requesting BC Athletics officials 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 events must have sufficient qualified officials and volunteers to conduct the event in accordance with the applicable technical rules.

CONTACT

ROAD, TRAIL & CROSS-COUNTRY EVENTS

(including Road & Trail Non-Competitive Events)

KEVIN O'CONNOR
Road & Trail Program Manager
kevin.oconnor@bcathletics.org
604.333.3553

JACOB EMERSON
Officials Development Coordinator
jacob.emerson@bcathletics.org
604.333.3558

APPENDIX A | EVENT SANCTIONING CALENDAR

ITEM	DEADLINE
2027 EVENT ROAD, TRAIL & CROSS COUNTRY APPLICATIONS OPEN	NOVEMBER 2026
2027 EVENT ROAD, TRAIL & CROSS COUNTRY APPLICATIONS DUE	DECEMBER 31, 2026
2027 WORLD ATHLETICS SANCTION APPLICATION DUE	60 DAYS BEFORE START OF EVENT
2027 WORLD PARA ATHLETICS SANCTION APPLICATION DUE	60 DAYS BEFORE START OF EVENT
2027 BCA ROAD, TRAIL & CROSS COUNTRY EVENT SANCTION APPLICATION DUE	60 DAYS PRIOR TO START OF EVENT
2027 RESULTS REPORT DUE	24 HOURS AFTER EVENT
2027 POST EVENT REPORTS DUE	7 DAYS AFTER EVENT
2027 FEES DUE	14 DAYS AFTER INVOICE

APPENDIX B | BC ATHLETICS SANCTION FEES

ROAD, TRAIL & CROSS COUNTRY EVENTS

ITEM	FEE (+GST)
SANCTION APPLICATION FEE – BCA AFFILIATED ORGANIZATION	$52.50
SANCTION APPLICATION FEE – NON-BCA AFFILIATED ORGANIZATION	$105.00
LIABILITY – BC ATHLETICS COMMERCIAL GENERAL LIABILITY	NO CHARGE
LIABILITY – ALTERNATIVE COMMERCIAL GENERAL LIABILITY	$210.00
WORLD ATHLETICS SANCTION APPLICATION FEE – OPTIONAL	$50.00
PARTICIPANT FEE (per event participant)	$0.25
NON-MEMBER EVENT LICENSE FEE (per non-member participant)	see below ▼
FIRST 100	$3.15
NEXT 150	$2.65
NEXT 250	$1.60
NEXT 500	$1.05
NEXT 1000	$0.85
NEXT 3000	$0.60
NEXT 5000+	$0.35

APPENDIX C | RESOURCES

- Guidelines for the Inclusion of Children and Youth in Road Races
    - BC Athletics reserves the right to not approve sanctioning should the distances and events available for children and youth not follow the guidelines.
- Athletics Canada Road Race Sanctioning and Course Measurement Certification Policy
- Course Measurement
- Certified Courses Directory