Road Running
Sanction Application
and Event Information

BC Athletics
Suite 2001B – 3713 Kensington Ave
Burnaby BC V5B 0A7
ph: (604) 333-3553
fax: (604) 333-3551
maurice.wilson@bcathletics.org.
website:www.bcathletics.org

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

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### RACE INFORMATION

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Proposed date:</th>
<th>Proposed starting time:</th>
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<tbody>
<tr>
<td>Event Email:</td>
<td>Event website:</td>
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<tr>
<td>BC Athletics championship?</td>
<td>Yes</td>
<td>No</td>
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Please indicate the Series this event is part of: ______________________

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### 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:**

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<tr>
<th>Address:</th>
<th>City</th>
<th>Prov.</th>
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**ENTRY CHAIRPERSON:**

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**OFFICIALS CHAIRPERSON:**

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### RACE CATEGORIES AND DISTANCES

**Masters (40 and over)**

☐ Men ☐ Women

Distance: _____________

**Senior (20 and over)**

☐ Men ☐ Women

Distance: _____________

**Junior (19 and under)**

☐ Men ☐ Women

Distance: _____________

**Youth (17 and under)**

☐ Men ☐ Women

Distance: _____________

**Other:**

☐ Men ☐ 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.

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<th>Event/Area of Responsibility</th>
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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.

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<th>Name</th>
<th>Contact Person</th>
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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 ____________________________________________________________ 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)

☐ $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: ________

CVD # (back)

Cardholder: ___________________________ Signature: ___________________________

BC ATHLETICS USE

The above event on _________________________________ ☐ Has or ☐ Has Not been approved.

Signature: ___________________________________________ Date: _____________________

1/24/18
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.