



# BC Athletics Mini-Meet Sanction Application and Event Information

Suite 2001-B – 3713 Kensington Ave  
Burnaby BC V5B 0A7  
ph: (604) 333-3550  
fax: (604) 333-3551  
e-mail: bcathletics@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 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 - \$8.40. Non BCA clubs/organizations - \$16.80.
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**

## MINI-MEET INFORMATION

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_

Series Name: \_\_\_\_\_

**Note: If there is more than one meet in the series attach a list showing the dates for each meet and the events being offered at each mini-meet. Each meet will be charged a separate sanction fee.**

Info email: \_\_\_\_\_ Series Website: \_\_\_\_\_

## 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: \_\_\_\_\_

**Meet Director:** \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box & Street Address City Prov. Postal Code

Res. Ph: \_\_\_\_\_ Bus. Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Meet Manager:** \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box & Street Address City Prov. Postal Code

Res. Ph: \_\_\_\_\_ Bus. Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Entry Chairperson:** \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box & Street Address City Prov. Postal Code

Res. Ph: \_\_\_\_\_ Bus. Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Officials Chairperson:** \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box & Street Address City Prov. Postal Code

Res. Ph: \_\_\_\_\_ Bus. Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

## EVENTS OFFERED

( 6 events maximum)

Event	Description	Event	Description
1		4	
2		5	
3		6	

Facility to be used: \_\_\_\_\_

Will you provide throwing implements?      Yes       No

Prize structure and Sponsor information: \_\_\_\_\_

### 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 to arrange training there are 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 you contacted the Officials Regional Contact in your area and arranged for officials?     Yes       No

Please list the Officials and their Event/Area of Responsibility for your event. Use additional pages as needed.

Officials Name	Event/Area of Responsibility

### RISK MANAGEMENT

#### 1. EVENT MEDICAL COVERAGE:

Medical Coordinator on the organizing committee: \_\_\_\_\_

Who will be providing medical support at the Track & Field Meet: \_\_\_\_\_

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

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 and sign off on a Risk Assessment and insure Risk Reduction as part of the overall management of their event through:*

Conducting a risk assessment of the event and implement a medical plan in accordance with the BC Athletics recommendations (see attached).      Please indicate if this has been 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 undertaken      Yes       No

Taking steps to minimize event participants (track events and field events - able-bodied and athletes with a disability) interaction with the non-event participants (i.e. audience, vehicular traffic, pedestrian traffic, other participants), immovable objects (i.e. curbs, posts, benches,

trees and branches, steeple chase jumps and water pits etc.), track & field equipment (i.e. throwing implements, hurdles, starting blocks, equipment transportation vehicles, steeple chase barriers, temporary structures (i.e. tents, track equipment, etc.).

Please indicate if this has been undertaken Yes  No

Having an event facility closure procedure to verify that all participants have completed their events.

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. PLEASE PRINT

Name	Contact Person	Fax

**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.

**MEET 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 GST)* **Receipt Email** \_\_\_\_\_  
*Receipts will not be issued unless an email address is given*

\$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 – Alternative Liability Insurance fee

VISA /MC/Amex  Cheque/MO  Cash Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CVD# (back) \_\_\_\_\_  
 Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

**BC ATHLETICS USE**

The above meet on \_\_\_\_\_  HAS or  HAS NOT Been approved..  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Event 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 medical attention for there to be a plan to respond in a timely manner with qualified 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 medical personnel present to respond if the need arises.

The necessary scale of such medical support will be determined during the risk assessment and should include consideration of factors including:

- The number of people expected to attend (including participants, 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.
- Accessibility to the field of play.
- Communications capabilities.

Communications are a key component of the medical plan. Event volunteers must be instructed in how and when to call for assistance; and medical personnel must be able to respond in a timely manner. For large or geographically dispersed events this may require employing mobile medical units or dedicated medical facilities.

Medical personnel must be dedicated exclusively to medical support so as not to introduce additional risk.

The number and required qualifications of the medical team will be determined by the risk assessment. A recommended minimum for any event is 2 dedicated 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: Emergency First Aid certification does not provide training to handle many of the above situations. It primarily trains for life-threatening emergencies. Individuals with Emergency First Aid Certification may not be qualified to handle the types of injuries that most commonly occur at athletic events.