



BC Athletics Track & Field Meet Sanction Application and Event Information

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Burnaby BC V5B 0A7
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fax: (604) 333-3551
e-mail: bcathletics@bcathletics.org
website: www.bcathletics.org

- 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.
- 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.
- Fees include GST (#127293264) - payable to BC Athletics
- Complete and return with payment to BC Athletics
- The Alternative Liability Insurance Waiver fee is \$52.50
- Post Event Submission Forms are required for all events and are due 30 days after the completion of the event.
- **Include entry form and brochures**

MEET INFORMATION

Event Name: _____ BCA championship? Yes No
Please indicate the Series this event is part of: _____
Proposed date: _____ Starting time: _____
Info email: _____ Event Website: _____
Alternate date: _____ *Note: championship meets not to begin before 11:00am on day one*

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: _____

MEET DETAILS

Venue: _____

Changing rooms location: _____

Details of prizes, medals etc: _____

Proposed scale of entry fees: _____

Sponsoring body (if any): _____

Proposed scale of admission fees for spectators (if any): _____

Proposed events and schedule: *attach copies of entry forms and registration package and any pertinent information*

For full instructions on how results are to be submitted along with detailed instructions for setting the meet up on Hy-Tek please go to the BC Athletics website at: http://www.bcathletics.org/main/track_field.htm#hyteksetup

FACILITY AND EQUIPMENT – this section is only to be completed if there have been changes/upgrades to the facility/equipment since your most recent event.

If there have been no changes since your most recent event please indicate by checking the box:

Track Details:

Size: _____ Surface: _____ # of lanes: _____

Lane width: _____ Regulation Steeplechase water jump? Yes No

Field Details:

Discus:	Regulation circle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no will a portable ring be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Regulation cage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Circle surface material:	_____
Shot Put:	Regulation circle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Circle surface material:	_____
	Regulation cage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Circle surface material:	_____
Hammer:	Regulation circle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no will a portable ring be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Regulation cage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Circle surface material:	_____
Javelin:	Type of runway:	_____	Throwing arc: <input type="checkbox"/> wood <input type="checkbox"/> metal <input type="checkbox"/> line	Runway Length _____
Long Jump:	Runway surface:	_____	Width of pit (min. 2.75m):	_____
	Distance - take-off board to front edge of pit (min. 1m):	_____	Distance - take-off board to end of landing area (Sr. men min. 10m):	_____
	Runway length (min. 40m):	_____	Runway length (min. 40m):	_____
Triple Jump:	Runway surface:	_____	Width of pit (min. 2.75m):	_____
	Distance - take-off board to front edge of pit (senior men min. 13m):	_____	Runway length (min. 40m):	_____
	Runway length (min. 40m):	_____		
High Jump:	Jump approach surface:	_____		
	Landing size and material:	_____		
	Length of runway (min. 15m in the direction of the approach):	_____		
Pole Vault:	Type of runway surface:	_____		
	Height to which bar can be raised:	_____		
	Length of runway (min. 40m):	_____		
	Distance between vertical posts:	_____		
Landing area size and materials:	_____			

Equipment:

Will you provide all throwing implements?: Yes No

Will athletes be permitted to use their own implements, if approved by a Tech. Ref. (IAAF Rule 187.2): Yes No

Will wind gauges be used for sprints, hurdles, long jump & triple jump?: Yes No

Make of hurdles to be used: _____

Heights to which hurdles can be adjusted: .762m (2'6") .840m (2'9") .914m (3') .990m(3'3") 1.067m 3'6")

Will hurdles be weighted?: Yes No

Maximum spike lengths allowed: Track _____ mm Field (HJ/LJ/TJ/PV/JAV) _____ mm

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.

Officials Name	Event/Area of Responsibility

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 Track & Field Meet: _____

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 interaction during competition of event participants in track & field (able-bodied and athletes with a disability) with non-event participants (i.e. spectators, vehicular traffic, pedestrian traffic, other participants), immovable objects (i.e. curbs, posts, benches, trees and branches, steeplechase water pits), track & field equipment (i.e. throwing implements, hurdles, starting blocks, equipment transportation vehicles, steeplechase barriers, temporary structures/tents). Please indicate if this has been/will be undertaken Yes No

Having a procedure in place to insure that all events are completed and the meet is over. Please indicate if this has been/will be 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	Email address

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)* Please email a receipt to: _____
Receipt 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 – Alternate Liability Insurance Fee

VISA/MC/Amex Cheque Cash Card Nbr: _____ Expiry Date: _____
 Cardholder: _____ CVD (back) _____

BC ATHLETICS USE

The above event on _____ Has or Has Not been approved.
 Signature: _____ Date: _____

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.