



EVENT DIRECTOR

MEMO

Important Updates for Event Sanctioning



2024 Event Hosting and Sanctioning Important Information

Thank you for sanctioning your event with BC Athletics. This not only ensures that your event meets the technical requirements for recognition by Athletics Canada and World Athletics, but also contributes to the development of athletics in British Columbia. We want to keep you up to date on some of the changes to our processes.



Sanctioning Timelines

- For events sanctioned by BC Athletics, please submit the online sanctioning form at least 30 days prior to the event.
- For World Athletics sanctioned events, please submit the online sanctioning form at least 75 days in advance.
- For track and field events, it is mandatory to submit your draft schedule along with your sanctioning application.



Post Event Submission Form

- The Post Event Submission Form serves as the means to relay the final event statistics to BC Athletics. This information is critical for our end-of-year reporting to the Government of BC and for ensuring insurance coverage for all participants.
- Please include all active participants in your event in these statistics, regardless of whether or not they finished, excluding those who registered but did not participate.
- We request that you submit your Post Event Submission Form within 7 days of your event's conclusion.



Post Event Submission Form

- Please note that effective January 15, 2024, there are NEW Day of Event Membership fees.
- Events that accept NON BCA Members should now charge \$5.00 for Day of Event Membership at registration
- Events employing alternative liability insurance will incur a fee of \$0.20 per participant.



Post Event Submission Form

- BC Athletics Member Participants - \$0.20 per participant
- NON BC Athletics Member Participants
 - First 100 participants - \$3.00 per participant
 - Next 150 - \$2.50 per participant
 - Next 250 - \$1.50 per participant
 - Next 500 - \$1.00 per participant
 - Next 1000 - \$0.80 per participant
 - Next 3000 - \$0.55 per participant
 - Next 5000 - \$0.30 per participant



BC Athletics Membership

- For participant results to be included in the Athletics Canada Rankings, they must hold a 2024 Competitive or Limited Competitive (Road, Trail, Cross Country OR Community Road & Trail membership).
- Masters athletes must hold a competitive Masters membership for results to be recognized by Canadian Masters Association.
- Memberships cannot be retroactively upgraded for results to be included.
- Training members may participate in non-championship events but are required to pay the \$5 Day of Event Membership fee. Results from training members will not be included in the Athletics Canada Rankings.



BC Athletics Membership

- Non-member elementary, middle, high school, and post-secondary school athletes are eligible to participate in track & field events from September to the first weekend in July, provided they pay the \$5 Day of Event Membership Fee.
- Elementary, middle, and high school athletes attending schools with a school or school district membership are exempt from purchasing the Day of Event Membership.



Track & Field Events

- BC Athletics certified officials are required at your event for any results to be included in the Athletics Canada Rankings.
- Your event will be added to the Officials Management System, where you can direct officials to sign up to volunteer at your event. Please work with your Regional Coordinator to recruit enough officials to cover your event.
- If your event does NOT recruit enough officials to cover the event, then the event will not maintain sanctioning for results to be validated in the Athletics Canada Rankings.
- Results must be submitted to BC Athletics within 24 hours of the conclusion of the event. BC Athletics will then submit results to Athletics Canada for inclusion of the Athletics Canada Rankings. Athletics Canada will submit results to World Athletics for all World Athletics sanctioned events.



Off Track Events

- Please remember to collect BC Athletics membership numbers during your registration process. This will ensure accurate reporting of participants following the event on the Post Event Submission Form.
- You can work with your registration and timing provider to add this field in on your registration platform.
- All BC Athletics sanctioned events that include non-BCA member participation should add a \$5.00 Day of Event Membership fee to the registration.
- Results from your event must be submitted to BC Athletics within 24 hours of the conclusion of the event. BC Athletics will then submit results to Athletics Canada for inclusion of the Athletics Canada Rankings. Athletics Canada will submit results to World Athletics for all World Athletics sanctioned events.



Health & Well Being of Volunteers / Officials

- Often volunteers /officials are asked to be out in the elements for long hours to support your event. It is your responsibility to prioritize their health and wellbeing during the event and this should be reflected in your event schedule.
- Keep shifts to eight hours or less.
- If scheduled for more than five hours, officials / volunteers should receive at least one 30 minute break.



Health & Well Being of Volunteers / Officials

- Please provide volunteers / officials with a substantial meal, snacks and hydration.
- Please ensure that volunteers / officials are provided with easy access to shaded areas, such as tents, and have seating options during intervals between races or events.
- Consider providing volunteers / officials with a gift card or memento to say thank you.



THANK YOU FOR ADVANCING
ATHLETICS IN BRITISH COLUMBIA!

