



# TRACK & FIELD EVENT HOSTING PROCEDURES

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## OVERVIEW

BC Athletics recognizes that track & field competition opportunities are an important part of the athlete development experience, where athletes can learn valuable skills in a competitive environment and/or advance their athletic pursuits through performance opportunities.

The purpose of these procedures is to establish clear protocols for hosting BC Athletics sanctioned track and field events to ensure safety, fairness and a positive experience for all participants, organizers, and spectators, where all sanctioned events:

- a. Are hosted in BC Athletics and/or World Athletics certified facilities, with equipment that is compliant with World Athletics certification standards and the BC Athletics Events & Technical Specifications Manual for Athletics;
- b. Are following the World Athletics Rule Book and BC Athletics Events & Technical Specifications Manual for Athletics;
- c. Are utilizing BC Athletics Officials to oversee each event;
- d. Prioritize the health and safety of all participants (athletes, coaches, officials, volunteers, spectators);
- e. Are organized in a fun and professional manner.

These procedures outline the responsibilities of event directors and local organizing committees for all BC Athletics sanctioned track & field events.

## PROCEDURES

When an event applies for BC Athletics sanctioning, they agree to uphold the following:

### EVENT MANAGEMENT

We recognize that a significant amount of effort and organization is required to host a track & field competition. To support the professionalism of BC Athletics sanctioned events the following will apply to the event sanctioning process;

- ★ Apply for BC Athletics sanctioning according to the timelines listed on the sanctioning application;
- ★ Pay all fees associated with the application and post event fees;

- ★ All events must list an Event/Meet Director/Volunteer Coordinator, Officials Coordinator (NOT Regional Officials Coordinator) on their sanctioning application;
- ★ Event webpage / registration webpage must include all technical information, schedule of events, and link to results;
- ★ All events must share the BC Athletics Event Feedback Form with participants;
- ★ A draft schedule MUST be submitted with the event sanctioning application 45 days before the event;
- ★ All schedule changes MUST be shared with BC Athletics as soon as possible;
- ★ No major schedule changes should be made less than 7 days prior to the event;
- ★ BC Athletics will provide final sanctioning approval 5 days prior to the event (contingent on meeting the requirements of the Event Hosting Procedures).

## SAFETY & RISK MANAGEMENT

The health and safety of all participants must be a priority when hosting a BC Athletics sanctioned track and field event; All events must

- ★ Produce an emergency action plan, as part of the sanctioning application;
- ★ Have a certified and qualified first aid attendant(s) on site for the duration of the event (including set-up and take down). See BC Athletics recommended provider information below;
- ★ Confirm that there is an AED on site;
- ★ Agree to use the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement and include in event registration;
- ★ Report all incidents to BC Athletics, including submission of an incident report within 48 hours of the incident;
- ★ Refer to the BC Athletics Guidelines for Extreme Environmental Conditions for Training and Competition.

## INCLUSIVITY & ACCESSIBILITY

Inclusivity and accessibility should be prioritized when hosting a track™ field competition; When possible, event directors should

- ★ Include both para-ambulatory and wheelchair events in the event schedule;
- ★ Include para-athlete results as appropriate para results category and provide performance award accordingly;
- ★ If offering wheelchair events, ensure that any accessibility concerns have been addressed at the facility;
- ★ Avoid scheduling para events early in the morning or in extreme temperatures;
- ★ Refer to the Athletics Canada Becoming Para Ready document.

## ATHLETE HEALTH & WELLBEING

We understand the complexities of creating an event schedule that provides an optimal experience for all athletes; All events do not need to include all age groups or events and we encourage event directors to determine who and what events they want to prioritize well in advance; Event directors should consider the following:

- ★ Keep your schedule on time! Consider limiting the number of participants in high volume events to keep the schedule on time;
- ★ If you do not have enough officials or volunteers to run an event, cancel or reschedule it;
- ★ Minimize major schedule changes once a draft schedule has been published;
- ★ Make regular announcements about schedule, results, awards etc;
- ★ Inform all participants where they can find the most up to date information;
- ★ Provide access to drinking water for all participants;
- ★ Provide access to washroom and/or change room facilities;
- ★ If hosting para events, ensure that any accessibility issues are addressed or communicated with the athlete ahead of the event.

## OFFICIALS/VOLUNTEER HEALTH & WELLBEING

Officials and volunteers are an integral part of track™ field event hosting; Officials are skilled volunteers whose responsibility is to ensure fair play and safety of all athletes and to uphold the technical specifications and rules of each track™ field event; You can support the health™ wellbeing of officials in the following way;

- ★ Ensure that each event has enough certified officials and volunteers to run the event efficiently and safely (refer to the Building your Officials Roster at Track™ Field Events document)
- ★ Officials/volunteers should not be scheduled for more than 8 hours per day;
- ★ Officials/volunteers must be scheduled breaks;
  - <5 hours = 15-minute break
  - >5 hours = 30-minute break
- ★ Events MUST provide officials/volunteers with adequate food and hydration throughout the day. All food served must be “Food Safe” compliant.
- ★ The event set up and take down should be the responsibility of event volunteers, where officials can arrive at their event to do final inspections and preparations for the competition;
- ★ Officials reserve the right to postpone or cancel the event if there are concerns about safety (ie. inadequate or faulty equipment).

## EVALUATION & FEEDBACK

To support the development of track™ field events in British Columbia BC Athletics is committed to collecting and providing feedback for all sanctioned events; The goal of this feedback is to inform improvements that can better support our customers (athletes, coaches, officials, volunteers, spectators);

As a sanctioned event you agree to:

- ★ Provide all participants with the BC Athletics Event Feedback Form within 24 hours of the event’s conclusion and include the link on the registration page and in your technical package;

- ★ Submit results in required formats to BC Athletics within 24 hours of the conclusion of the event (BC Athletics will submit results to Athletics Canada);
- ★ The Event Director will complete and submit the Post Event Report within 7 days of the event;
- ★ BC Athletics will provide any feedback received back to the Event Director.

## CONTACT

For more information on BC Athletics Sanctioning, please contact:

### Track & Field Events

Garrett Collier  
[garrett.collier@bcathletics.org](mailto:garrett.collier@bcathletics.org)  
(604) 333 -3555

Thank you for sanctioning your event with BC Athletics. We look forward to supporting you.

## APPENDIX A | EMPIRE SPORT

### BC ATHLETICS PREFERRED EVENT MEDICAL PROVIDER INFORMATION

#### EMPIRE SPORT & HEALTH

Empire Sport & Health is proud to partner with BC Athletics and all the clubs in British Columbia to provide medical coverage and performance therapy at events in 2025 and onward.

The company's slogan "Building Champions Brick by Brick" establishes the company's dedication to excellence and why people trust Empire on and off the field of play.

Empire Sport & Health provides:

- Check In Desk
- Health care and medical professionals
- Emergency First Aid
- Equipment and Supplies

Empire Sport & Health Services & Rates:

- Medical Coverage Teams (Emergency First Aid) - 2 to 10 people- \$50/hour per person
- Medical & Performance Therapy Teams (Emergency First Aid, Athletic Therapy, Massage Therapy, Physiotherapy, Chiropractic Care) - 2 to 10 people- \$75/hour per person
- All medical or performance therapy team members are certified in Emergency First Aid Event Hours - 4 to 120 hours per person

Empire Sport & Health Event Bookings:

- BC Athletics sanctioned events are encouraged to with Empire Sport & Health by February 1, 2025 to ensure exceptional medical coverage at your event
- Additional Events - event planning, booked and paid for prior to the event
- Payment can be provided via direct deposit, cheque or e-transfer
- All clubs and meet directors can contact Empire Sport & Health via email to arrange medical coverage for their events in 2025

Contact Email: [empire.sportandhealth@gmail.com](mailto:empire.sportandhealth@gmail.com)

Empire Sport & Health is excited to work alongside BC Athletes, Clubs, Officials, and the many volunteers dedicated to furthering the sport of track and field in British Columbia.

